TIER II MANAGER™

User Manual Version 3.4

Submit Module

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UNIT 1

FACILITY SUBMISSION

SUBMISSION PROCESS OVERVIEW

Update Account to keep it current

You can add and maintain facility and chemical inventory information throughout the year. You can maintain facility information such as facility name, address, owner information, mailing and billing addresses, and emergency contacts. You can also maintain chemical inventory information such as when quantities changes. Keeping this information up to date aids the First Responder community who will be able to access the information in case of an emergency.

Complete Submission Process when report deadline approaches

When it is time for a report submission, the schedule of which will vary depending on the type of report being submitted, you can complete the Submission process. The submission process is done once, whereas the updating of the account can be done throughout the year. It is only during the submission process that the reports are officially submitted, any applicable reporting fees are assessed, and reports are reviewed by compliance administrators.

SUMMARY

The TIER II MANAGER™ enables you to complete an online submission to meet SARA Title III, Emergency Planning, and Community Right to Know Act compliance according to regulations. The online system makes it easier for facilities to access and maintain current information anytime using a simple Internet connection and an authorized username and password. This Unit will help you understand the functionality of the TIER II MANAGER™ for the facility submitters.

NEW USER REGISTRATION

If you are a new user of the TIER II MANAGER™, you will need to register to get a user account in the system. You have the ability to enter Tier II reports for various facilities you may be managing under your user account. Start by completing a New User Registration Form. The administrator will review the completed registration form, and you will be contacted by email when your TIER II MANAGER™ User Account has been approved. Follow the instructions in this section to register as a new user of the system.

1. Log onto the TIER II MANAGER™ site address.
2. Click on *Register Now.* This will prompt you to complete a registration form.
3. Choose a Facility Username. You cannot enter in any quotes or other special characters like #, $ into this field.
4. Choose a Password.
5. Retype the Password.
6. Enter your Fist Name.
7. Enter your Last Name.
8. Enter your Company Name.
9. Enter the Facility/Site Address. If you manage multiple facilities, enter information for one of your facilities just for user registration purposes.
10. Enter the Facility/Site City.
11. Select the Facility/Site State from the drop down menu.
12. Enter in the Facility/Site 5 digit Zip Code.
13. Enter in your Telephone number. Phone numbers must have at least ten digits.
14. Enter your Email Address. The address should follow standard email format. This email address may be used to contact you regarding questions the administrator may have for your account set up. It also will be used to notify you about account approval.
15. Retype your Email Address. It should match the email entered already.

16. Select a Hint Question from the drop down menu. The Hint Question is requested so that if you forget your password, the system will be able to ask you the Hint Question. If you respond with the appropriate Hint Answer, the system will retrieve the forgotten password and send it to your registered email address. Please enter a Hint Question that you can remember and answer easily.

17. Enter in the Hint Answer. The Hint Answer is requested so that if you forget your password, the system will be able to ask you the Hint Question. If you respond with the appropriate Hint Answer, the system will retrieve the forgotten password and send it to your registered email address. Please enter a Hint Answer that you can remember and answer easily.

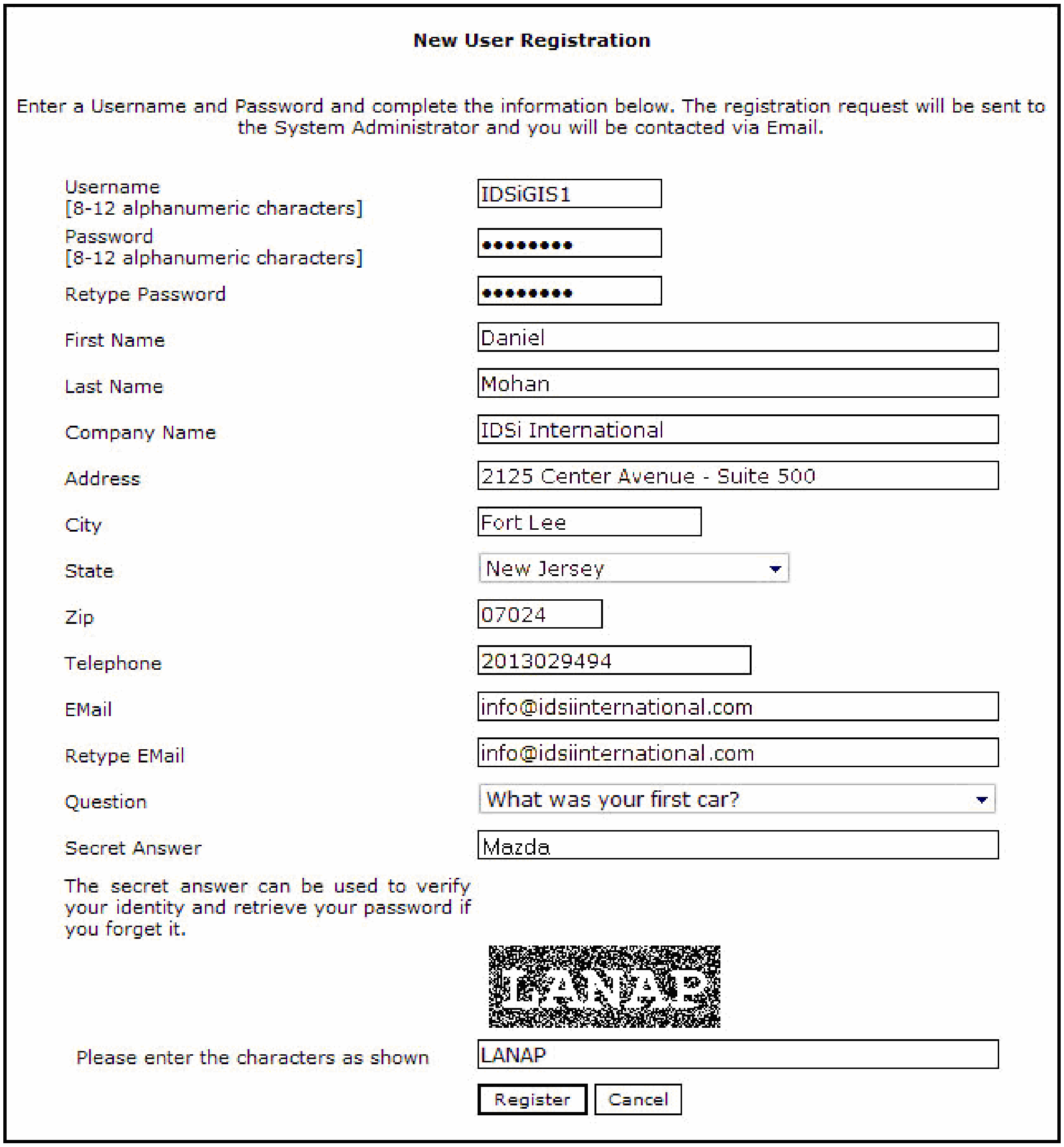
18. For security purposes, you will need to enter in the characters displayed in the graphic.

19. Click on *Register* if you have completed the form.

20. The registration form will be sent to the administrator for approval.

21. Upon administration approval, you will receive an email from the system administrator notifying you that you are now able to log into the system with your username and password that you registered on the form.

22. When you receive your account approval, you may log onto the TIER II MANAGER™ site to sign in. When you log in for the first time, you may be asked to reset your password. Complete the reset password screen following the instructions in the next section. Then, log into the system again using your username and new password.



New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

Username [8-12 alphanumeric characters]	IDSiGIS1
Password [8-12 alphanumeric characters]	••••••••
Retype Password	••••••••
First Name	Daniel
Last Name	Mohan
Company Name	IDSi International
Address	2125 Center Avenue - Suite 500
City	Fort Lee
State	New Jersey
Zip	07024
Telephone	2013029494
EMail	info@idsiinternational.com
Retype EMail	info@idsiinternational.com
Question	What was your first car?
Secret Answer	Mazda

The secret answer can be used to verify your identity and retrieve your password if you forget it.

Please enter the characters as shown LANAP

Register Cancel

Diagram 1: New User Registration page

New Login

Your registration information has been sent to the Tier II Administrator for approval. You will be contacted by email when your account is approved.

Login Page Close Window

Diagram 2: Confirmation of Registration page

RESET YOUR PASSWORD

If you want to reset your password, follow the steps below.

1. Log onto TIER II MANAGER™ site address.
2. Click on *Reset your Password?*
3. Enter your Facility Username.
4. Enter your Old Password.
5. Enter your New Password.
6. Retype your New Password.
7. Click on *Submit.*
8. Your password will be reset immediately.
9. You will need to login to the system with your Username and New Password.

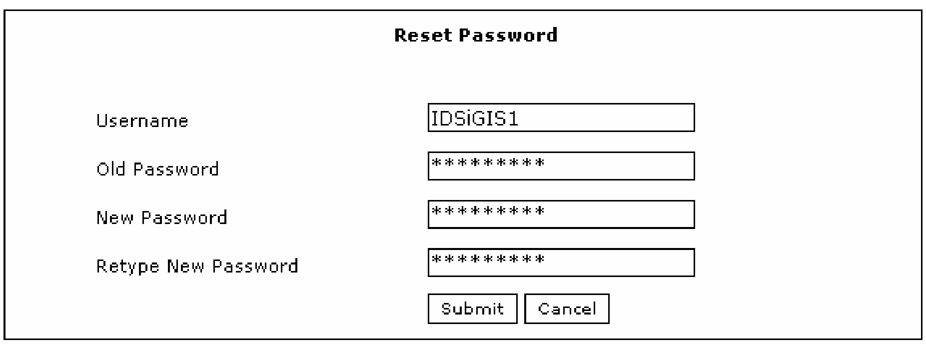


Diagram 3: Reset your Password page

FORGOT YOUR PASSWORD

1. Log onto the TIER II MANAGER™ site address.
2. Click on *Forgot your Password?*
3. Enter your Facility Username. Click on *Continue.* If you forgot your Facility Username, you must contact the System Administrator.
4. Answer your Hint Question. Click on *Continue*. This is the question you entered when you registered within the system.
5. If answered correctly, you will be prompted to reset your password. Enter a new Password. Save the information.
6. You will need to login to the system with your Username and new Password.

Diagram 4: Forgot your Password Step 1

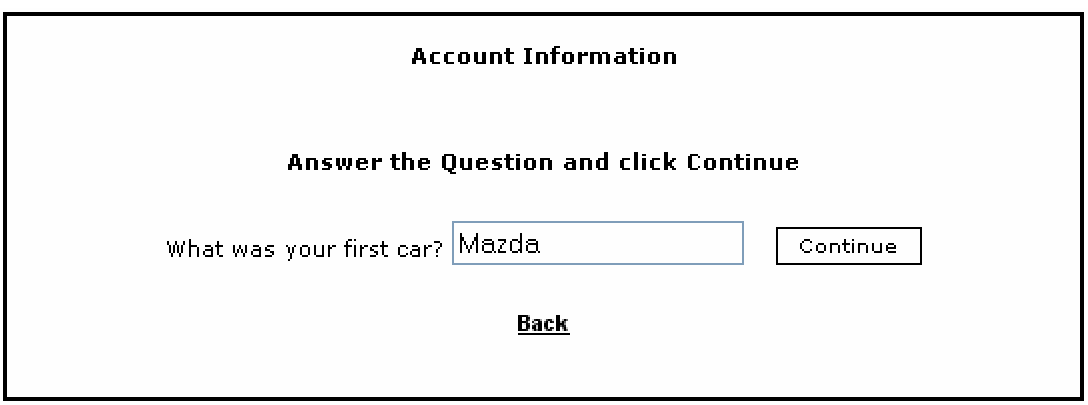


Diagram 5: Forgot your Password Step 2

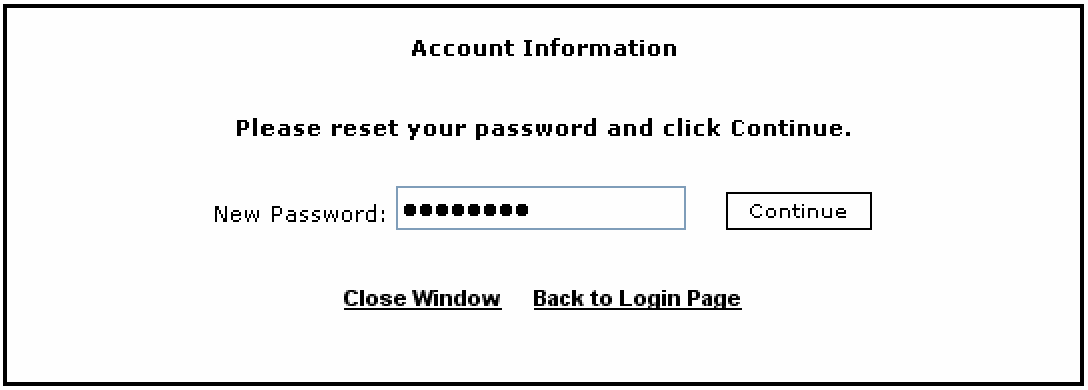


Diagram 6: Forgot your Password Step 3

SIGN IN

In order to access your user account, you must sign into the application with a valid Facility User username and password. Once you sign in, you will be able to create, view, and edit your facility information. Follow the instructions in this section to sign into the system.

1. Log onto the TIER II MANAGER™ site address.
2. Click on *Sign In*. This will prompt you to enter in your Username and Password information.
3. Enter your Username.
4. Enter your Password.
5. Click on *Log In*. If you are logging in with your Username and Password for the first time since they were approved by the Administrator, you may be required to reset the Password. A Reset Password screen will appear. Enter your Username. Enter the Password for which you registered, called the 'Old Password.' Enter a new Password. Retype the new Password. Save the information. You will then be required to login with your Username and the new Password.
6. Read the instructions and then click on *Continue* in the upper right hand corner.
7. You will be brought to the Main Menu.

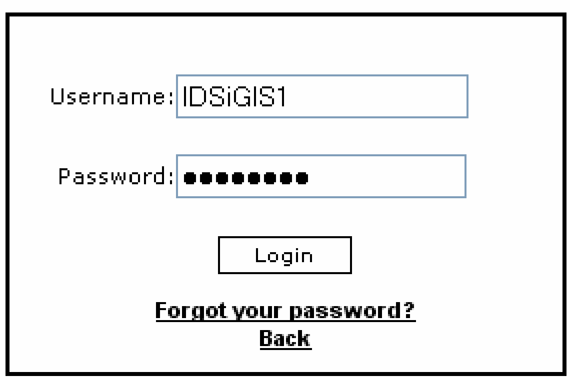


Diagram 7: Login page

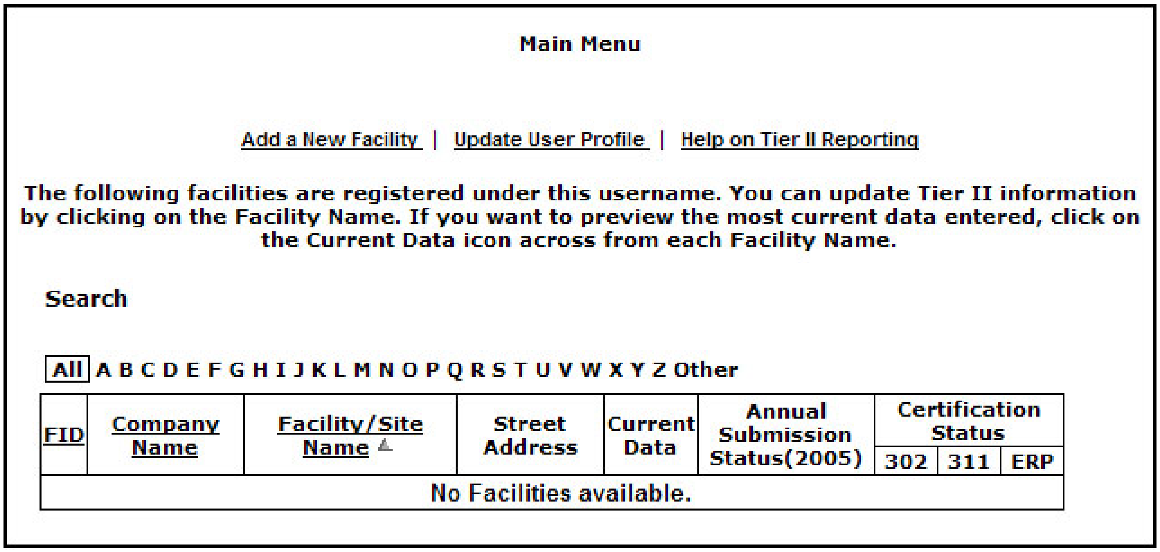


Diagram 8: Main Menu page

MAIN MENU

From the Main Menu, you can view a listing of all facilities with reports entered under your User Account. The table shows the Client System ID, Company Name, Facility/Site Name, and Address, link to view current data, and Annual Submission status for the Tier II Report.

Note that if you submitted Tier II Reports for previous year submissions, you should see your facility reports under your User Account. If you do not, contact the System Administrator. Contact information can be found in the Help Guide.

1. To search for facilities by Facility ID, Client System ID, Facility Name, or Company Name, select the Search link at the top of the report.

2. To activate the sort by column name, click on one of the column titles which are underlined. This will activate the 'Sort' feature and you will see a triangle appear next to the column title name. To sort by any of the columns, click the column title. The upward arrow means that the list is sorted by the column header in ascending order and the downward arrow means that the list if sorted by column header in descending order.

3. To view report submissions submitted for the facility, click the Facility Name.

4. To view the current data entered for the facility, click the report icon under 'Current Data'. Current data displays the most recent information updated by the user.

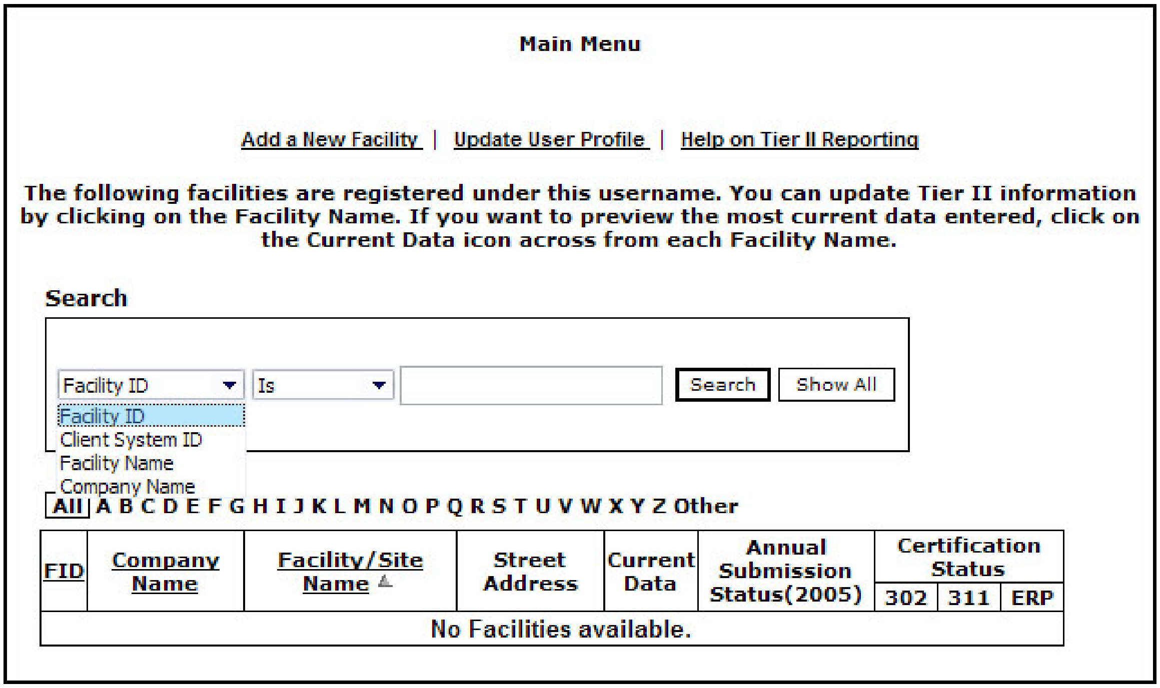


Diagram 9: Main Menu Search page

UPDATE USER PROFILE

1. You can update your User Account profile anytime by logging onto the TIER II MANAGER™ site address.

2. Click on *Sign In*. This will prompt you to enter in your Username and Password information.

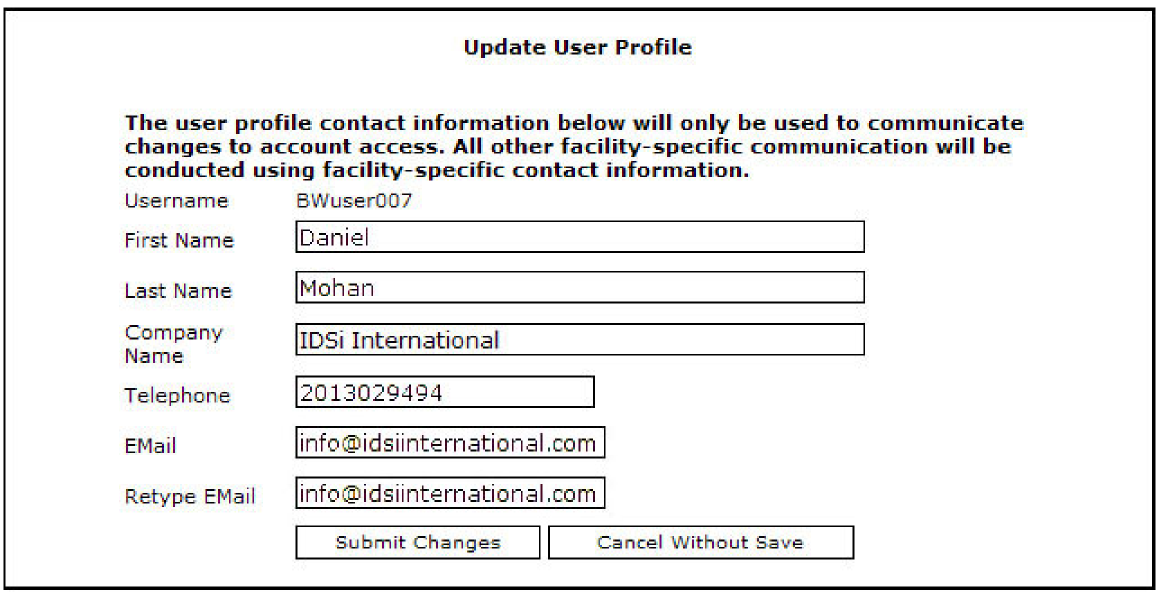
3. Enter your Username.

4. Enter your Password.

5. Click on *Log In*.

6. From the Main Menu, click on *Update User Profile.*

7. Once all changes have been made to the profile, click on *Submit Changes* to save the changes to your profile.


Update User Profile

The user profile contact information below will only be used to communicate changes to account access. All other facility-specific communication will be conducted using facility-specific contact information.

Username	BWuser007
First Name	Daniel
Last Name	Mohan
Company Name	IDSi International
Telephone	2013029494
EMail	info@idsiinternational.com
Retype EMail	info@idsiinternational.com

Submit Changes | Cancel Without Save

Diagram 10: Update User Profile page

MENU OPTIONS

In the TIER II MANAGER™, there is a menu with options that appear above the main screen. The options have multiple functions. Follow the instructions below to understand how each function works.

1. Click on *Main Menu* in the menu to view a list of all facilities.
2. Click on *Offline Reports* in the menu to obtain a Tier II Report that you have generated offline. Offline reports are generated when a facility has more than 200 chemicals and the report is too large to generate online. Users will be notified by email when the reports are ready to retrieve in this Offline Reports menu item.
3. Click on *Instructions* in the menu to view the submission requirements specified by the administrator.
4. Click on *Hard Copy Mailing List* in the menu to view the mailing addresses for hard copy mailings to other authorities (if applicable).
5. Click on *Reso*urces to view a set of links, contact, and other resources that may assist you during your submission process.
6. Click on *Website* in the menu to go to the head agency website, which may contain additional information to help you do your submission.
7. Click on *Feedback* in the menu to prompt an email to the System Administrator with any questions or comments you may have.
8. Click on *Help* to get context-specific help instructions.

ADDING FACILITY AND CHEMICAL INVENTORY INFORMATION FOR A NEW FACILITY

If you are adding a new facility, you will start the first step of entering Facility Location, Owner/Operator, and Emergency Contact information. When you complete this step, a system ID will be automatically assigned to the facility you have created.

Please ensure that you do not double enter facilities that may already exist in the system. If you have previously submitted information for a facility, but do not see it in your account, please contact the system administrator.

Follow the instructions in this section to enter to enter the facility information.

STEP 1: Enter Facility Details

1. Once you have logged into the system successfully, click on *Add a New Facility* from the Main Menu.

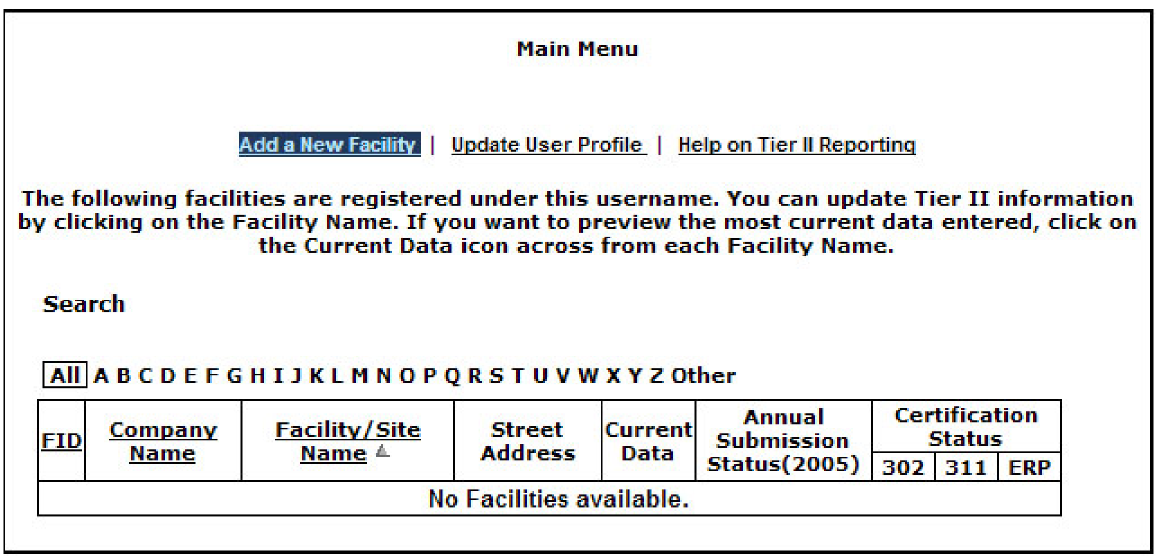


Diagram 11: Add a New Facility link

2. Enter the Facility Physical Location Information.
   a. Enter the Company Name.
   b. Enter the Facility's Name.

c. Enter the Facility's Street Number.

d. Select the Facility's Street Direction from the drop down menu.

e. Enter the Facility's Street Name.

f. Select the Facility's Street Type from the drop down menu.

g. Select the Facility's Street Unit from the drop down menu.

h. Enter the Facility's Street Unit Description. For example, if you picked 'Suite' for Street Unit, enter '200' into the Street Description.

i. Select the Facility's City from the drop down menu.

j. Select the Facility's County from the drop down menu.

k. Select the Lookup icon. Based on the County selected, all municipalities in the selected county will be populated in the look-up. Select the appropriate municipality and it will be populated in the form.

l. Select the LEPC from the drop down menu.

m. Select the Facility's Fire Department from the drop down menu.

n. Enter the Facility's 5 digit Zip Code.

o. Enter the Facility's Business Phone Number. All phone numbers must follow a standard format such as (201) 302-9494 or 201-302-9494 with optional extension in the format of x1234-567 or x1234567.

p. Enter the Facility's Fax Number, if one exists. All phone numbers must follow a standard format such as (201) 302-9494 or 201-302-9494 with optional extension in the format of x1234-567 or x1234567.

q. Enter the Facility's website, if one exists.

r. Enter the Facility's Email Address. This should follow standard email format. This is the email address that will be used for any notifications from the system regarding noncompliance, request for additional information, and other system announcements.

s. Retype the Facility's Email Address.

t. Enter the Latitude information for the Facility. The latitude value must be within jurisdictional (State, County, City) boundaries.

    i. Latitude should be in Decimal Degrees. If you have your Latitude in degrees, minutes, and seconds format, you can use the Decimal Degrees Conversion Tool. To use the Decimal Degrees Conversion Tool, click on the compass icon. Begin entering the numerical digits for Degrees, Minutes, and Seconds and then click on *Calculate*. In order to populate this information into the Latitude box, click on the C*lick here* to copy the Decimal Degrees to the Latitude Entry Box.

  ii. If you do not know your latitude information you can use the Geocoding Tool and the system will populate your latitude information based on the address you have entered. To use the Geocoding Tool, click on the globe icon. Your address will be populated for you in the tool. In order to populate this information into the Latitude box of the form, click on *Paste Coordinates Back to Form* to copy the Latitude into the Entry Box.

u. Enter the Longitude information for the Facilities. The longitude value must be within jurisdictional (State, County, City) boundaries.

  i. Longitude should be in Decimal Degrees. If you have your Longitude in degrees, minutes, and seconds format, you can use the Decimal Degrees Conversion Tool. To use the Decimal Degrees Conversion Tool, click on the compass icon. Begin entering the numerical digits for Degrees, Minutes, and Seconds and then click on *Calculate*. In order to populate this information into the Longitude box, click on the C*lick here* to copy the Decimal Degrees to the Longitude Entry Box.

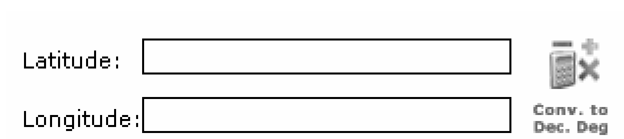


Diagram 12: Degrees, Minutes, Seconds to Decimal Degrees Step 1

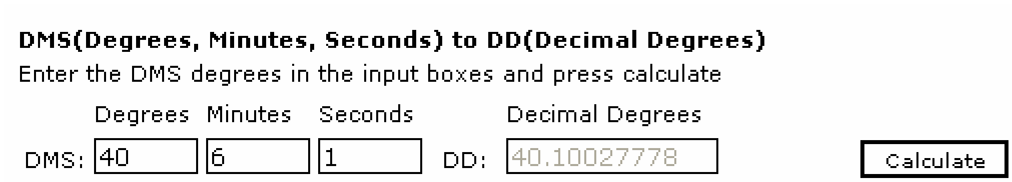


Diagram 13: Degrees, Minutes, Seconds to Decimal Degrees Step 2

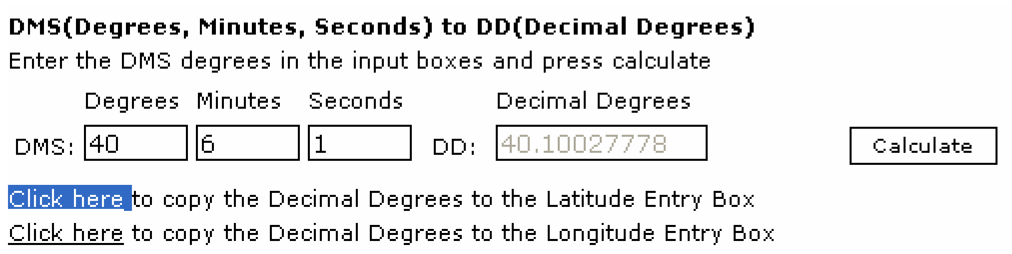


Diagram 14: Degrees, Minutes, Seconds to Decimal Degrees Step 3

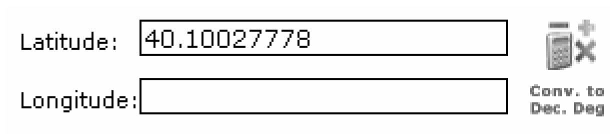


Diagram 15: Degrees, Minutes, Seconds to Decimal Degrees Completed

ii. If you do not know your longitude information you can use the Geocoding Tool and the system will populate your longitude information based on the address you have entered. To use the Geocoding Tool, click on the globe icon. Your address will be populated for you in the tool. In order to populate this information into the Longitude box of the form, click on *Paste Coordinates Back to Form* to copy the Longitude into the Entry Box.

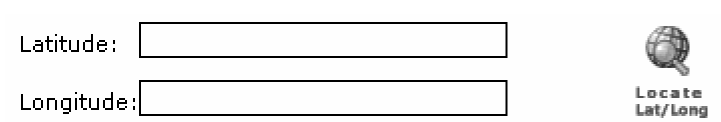


Diagram 16: Address Geocoding Tool Step 1

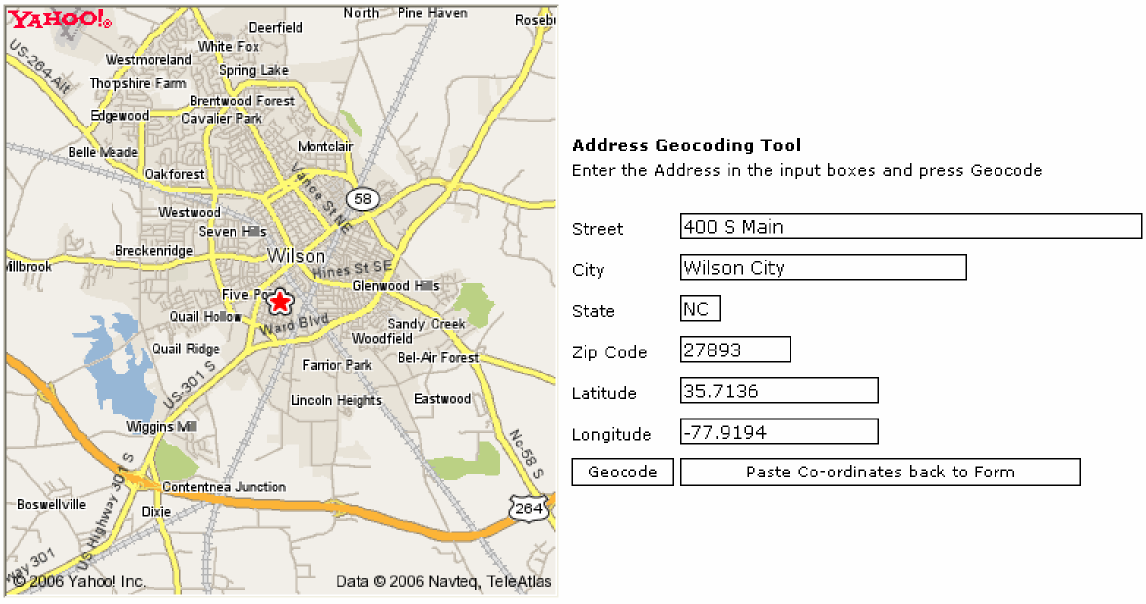


Diagram 17: Address Geocoding Tool Step 2

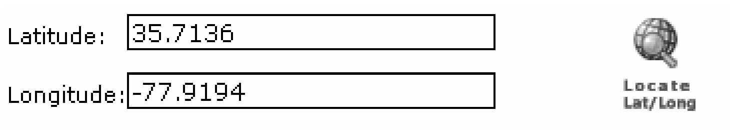


Diagram 18: Address Geocoding Tool Completed

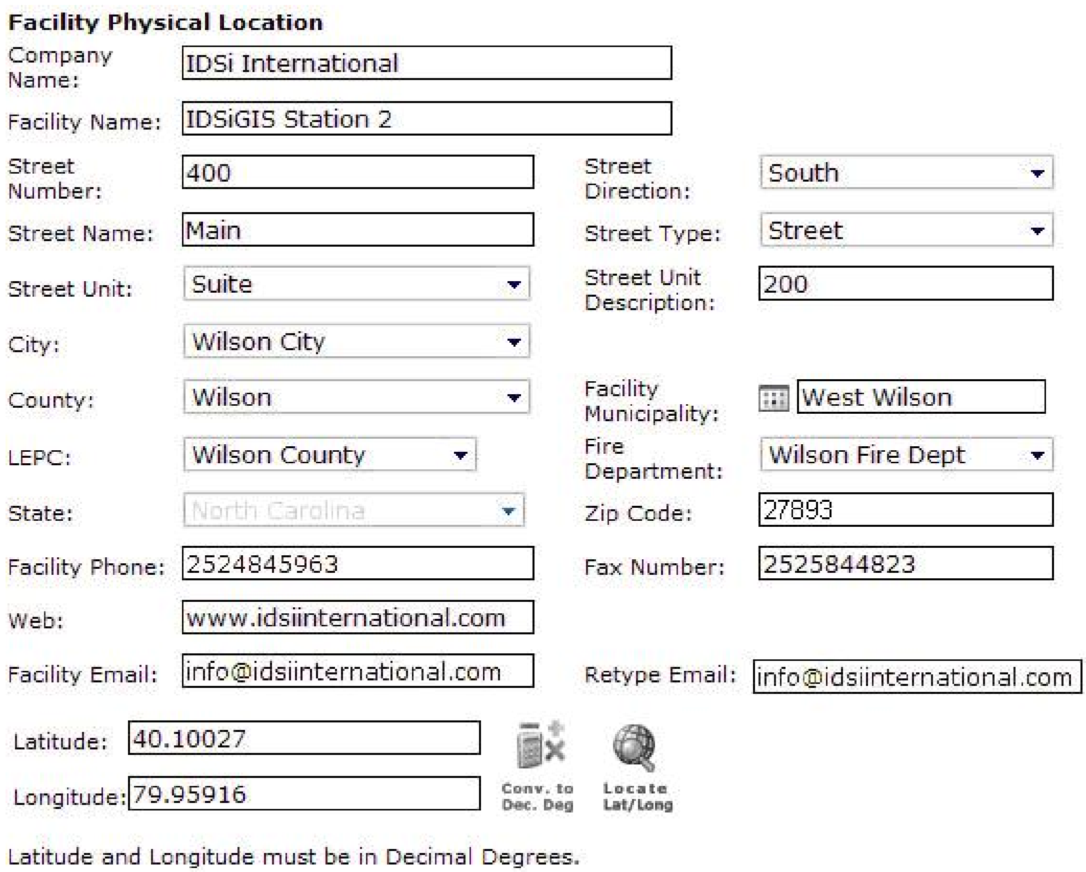


Diagram 19: Facility Physical Location Information of Step 1

3. Enter the Owner/Operator’s Information.
   a. Enter the Owner/Operator’s Name.
      i. You may populate the Owner information from another report in your User Account. Select the Lookup icon next to the Owner Name field. From the list, choose the Owner’s name. The information will automatically populate the rest of the Owner/Operator’s Information.
      ii. If you want to copy the Facility’s Physical Location information to the Owner information, click the green arrow next to the address field.

Diagram 20: Owner/Operator Look Up Option Step 1

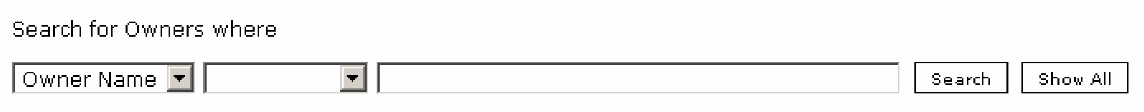


Diagram 21: Owner/Operator Look Up Option Step 2

Diagram 22: Owner/Operator Look Up Option Step 3

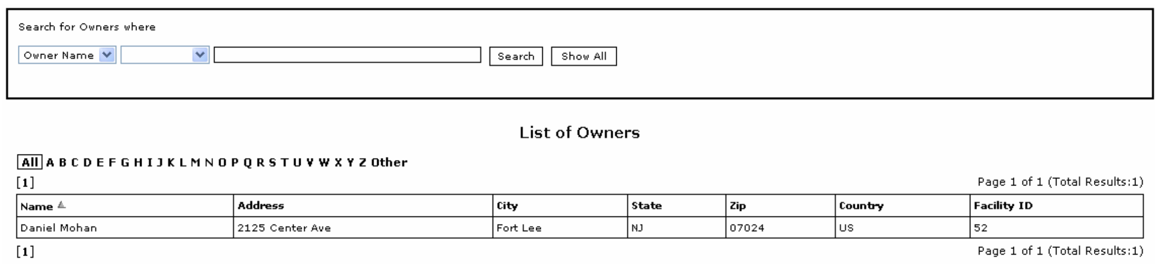


Diagram 23: Owner/Operator Look Up Option Step 4

Diagram 24: Owner/Operator Look Up Complete

b. Select from the drop down menu the Owner/Operator’s Country.

c. Enter the Owner/Operator’s Mailing Address.

d. Enter the Owner/Operator’s City.

e. Select from the drop down menu the Owner/Operator’s State.

f. Enter the Owner/Operator’s 5 digit Zip Code.

g. Enter the Owner/Operator’s Phone Number. All phone numbers must follow a standard format such as (201) 302-9494 or 201-302-9494 with optional extension in the format of x1234-567 or x1234567.

Diagram 25: Owner/Operator Information of Step 1

4. Enter the Facility's Identification Information.
   a. Type the SIC Code. If you choose to use the SIC Lookup Menu, click on the report icon and type in the SIC Code Description. Click on *Search SIC* to bring back all the results that match your description. You are capable of showing multiple items per page by entering in the number into the box on the far bottom of the page and clicking on the Enter key. Once you find the correct SIC Code, you can select it by checking off the check box. You can check off multiple SIC Codes. Click on *Select Checked*, to populate the SIC Code(s) in the Selected SIC field. Once all SIC codes to be copied to the Tier II form have been selected, click on Close. The SIC Lookup Menu will disappear and the selected SIC codes will appear in the Tier II form. To restore it, click on the report icon again.

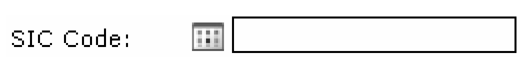


Diagram 26: Search SIC / NAICS Code of Step 1

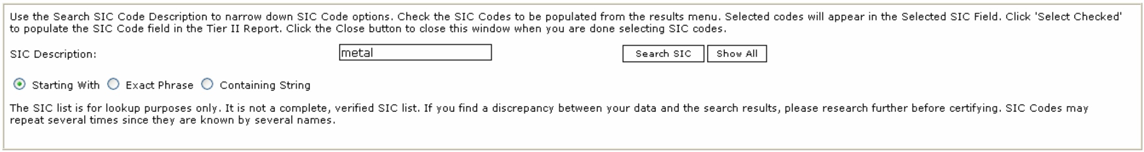


Diagram 27: Search SIC / NAICS Code of Step 2

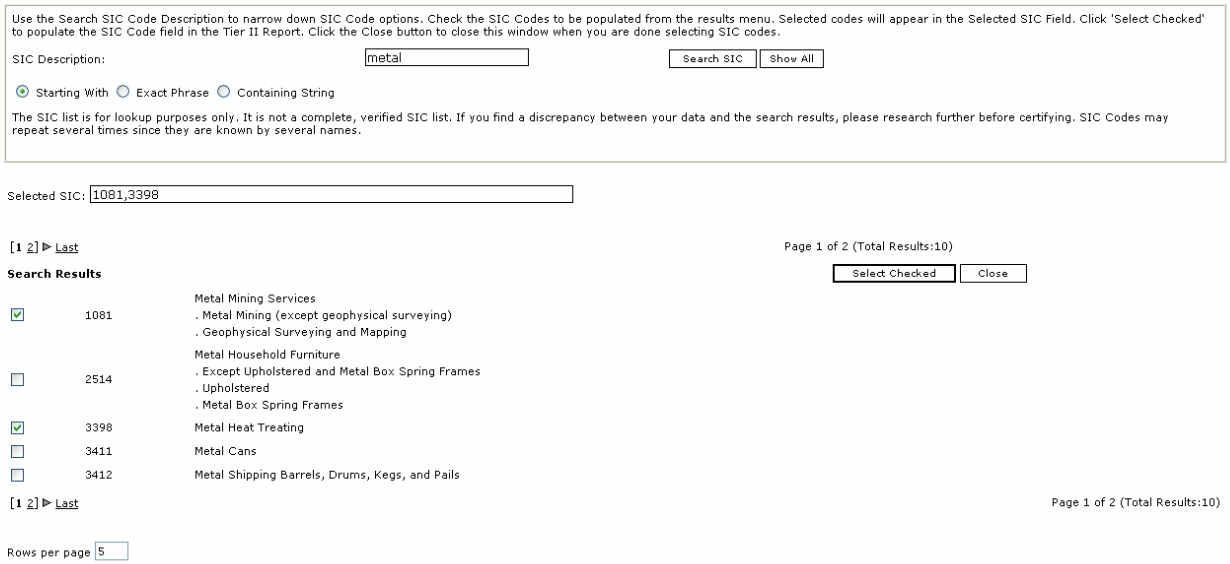


Diagram 28: Search SIC / NAICS Code of Step 3

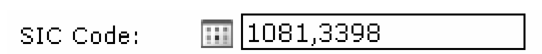


Diagram 29: Search SIC / NAICS Code Complete

b. Type the Dun & Brad Number, if known.

c. Type the Toxic Release Inventory Facility ID (TRIFID), if known.

d. Type the NAICS Code, if known. If you choose to use the NAICS Lookup Menu, click on the report icon and type in the NAICS Code Description. Click on *Search NAICS* to bring back all the results that match your description. You are capable of showing multiple items per page by entering in the number into the box on the far bottom of the page and clicking on the Enter key. Once you find the correct NAICS Code, you can select it by checking off the check box. You can check off multiple NAICS Codes. Click on Select Checked, to populate the NAICS Code(s) in the Selected NAICS field. Once all NAICS codes to be copied to the Tier II form have been selected, click on Close. The NAICS Lookup Menu will disappear and the selected NAICS codes will appear in the Tier II form. To restore it, click on the report icon again.

e. Type the EIN (Tax ID Number), if known.

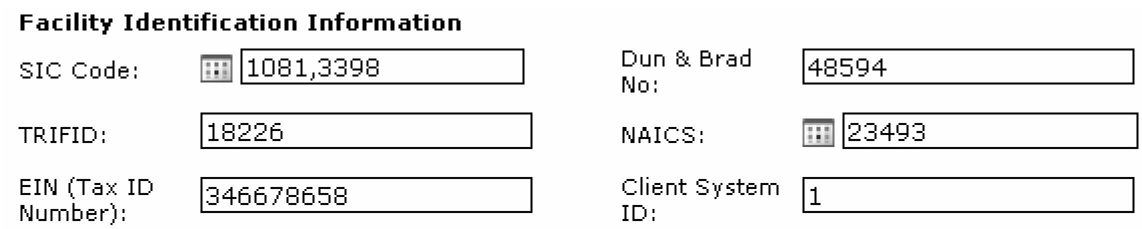


Diagram 30: Facility Identification Information of Step 1

5. Enter the Mailing Address Information, only if it is different from the Facility's Physical Location.
    a. Enter the Company Name.
    b. In the Attn: field; enter the name of any person the mail should be sent to.
    c. Select from the drop down menu the Mailing Address Country.
    d. Enter the Mailing Address Street Address 1.
        i. If you click on the green arrow in the Mailing Address field, the system will automatically bring the Facility Physical Location address to the Mailing Address fields. If you choose to enter in the information manually, complete the following steps.
    e. Enter the Mailing Address Street Address 2, if it applies.
    f. Enter in the Mailing Address City.
    g. Select from the drop down menu the Mailing Address State.
    h. Enter the Mailing Address 5 digit Zip Code.
    i. Enter the Mailing Address Phone Number. All phone numbers must follow a standard format such as (201) 302-9494 or 201-302-9494 with optional extension in the format of x1234-567 or x1234567.

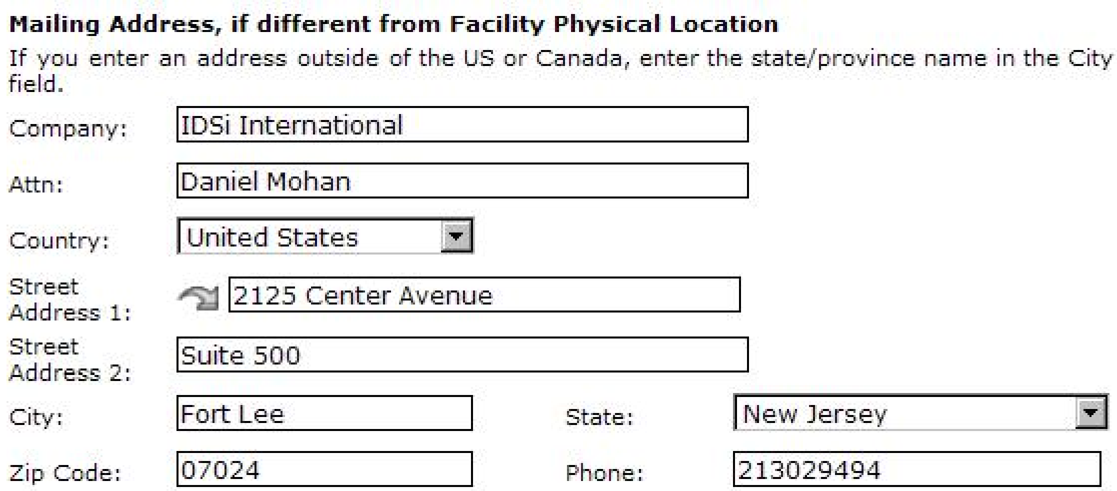


Diagram 31: Mailing Address Information of Step 1

6. Enter the Emergency Contact Information.
    a. Enter in the Name of at least two Emergency Contacts.
        i. You may populate the Emergency contact information from another report in your User Account. Click the Lookup icon. From the list, choose the Emergency Contact's name. The system will automatically populate the rest of the Emergency Contact's Information.
    b. Otherwise, enter in the Name and Title of two Emergency Contacts. By default, a minimum of two emergency contacts is mandatory.
    c. Enter in the Phone Number of two Emergency Contacts. All phone numbers must follow a standard format such as (201) 302-9494 or 201-302-9494 with optional extension in the format of x1234-567 or x1234567. You should not enter a number more than once; each number should be unique.
    d. Enter in the 24 Hour Phone Number of at least two Contacts. All phone numbers must follow a standard format such as (201) 302-9494 or 201-302-9494 with optional extension in the format of x1234-567 or x1234567.
    e. Enter in the Cell or Pager number if one exists for the Emergency Contacts.

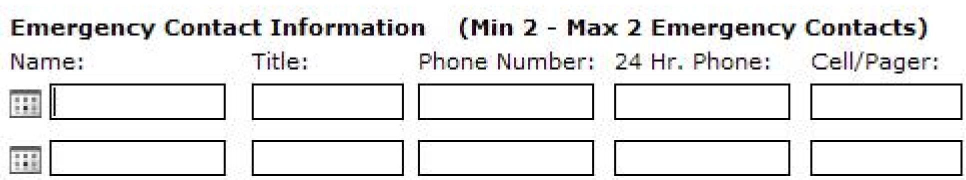


Diagram 32: Emergency Contact Look Up Option Step 1

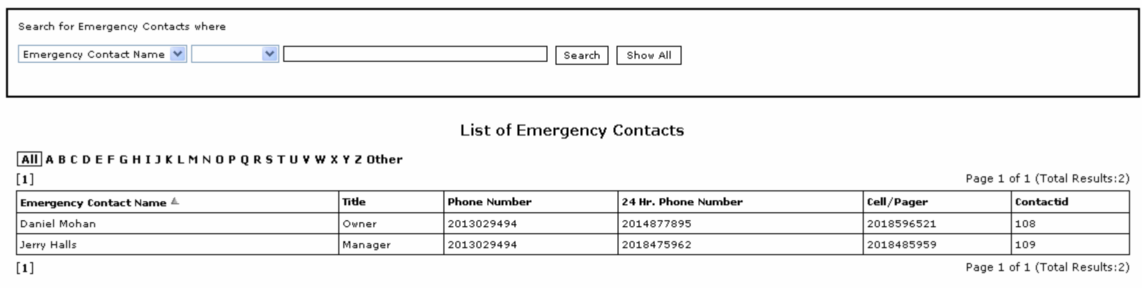


Diagram 33: Emergency Contact Look Up Option Step 1

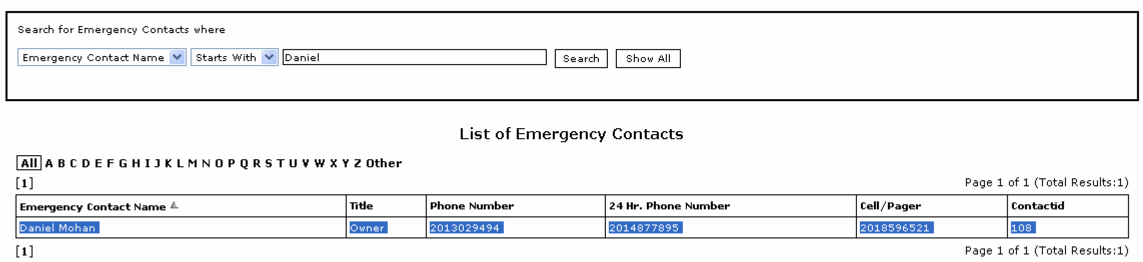


Diagram 34: Emergency Contact Look Up Option Step 3

Diagram 35: Emergency Contact Look Up Option Completed

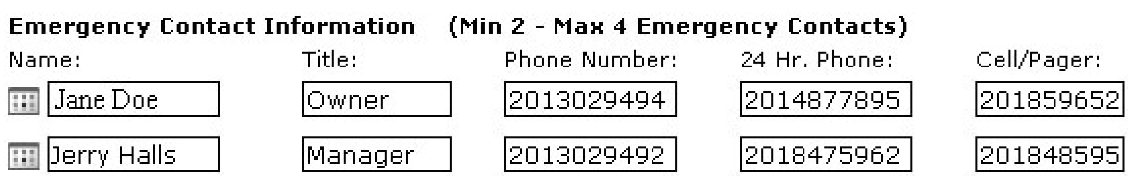


Diagram 36: Emergency Contact Information of Step 1

7. If applicable, enter the Billing Address Information, if billing address is different from Facility Physical Location.

a. Enter the Billing Address Company Name.

b. Enter in the name of the person to whom any billing related mailings should be sent.

c. Select from the drop down menu the Billing Address Country.

d. Enter the Billing Address Street Address.

    i. If you place your cursor on the green arrow in the Billing Address field, you can copy the Facility Physical Location address to the Billing Address fields. If you choose to enter in the information manually, complete the following steps.

e. Enter the Billing Address City.

f. Select from the drop down menu the Billing Address State.

g. Enter in the Billing Address 5 digit Zip Code.

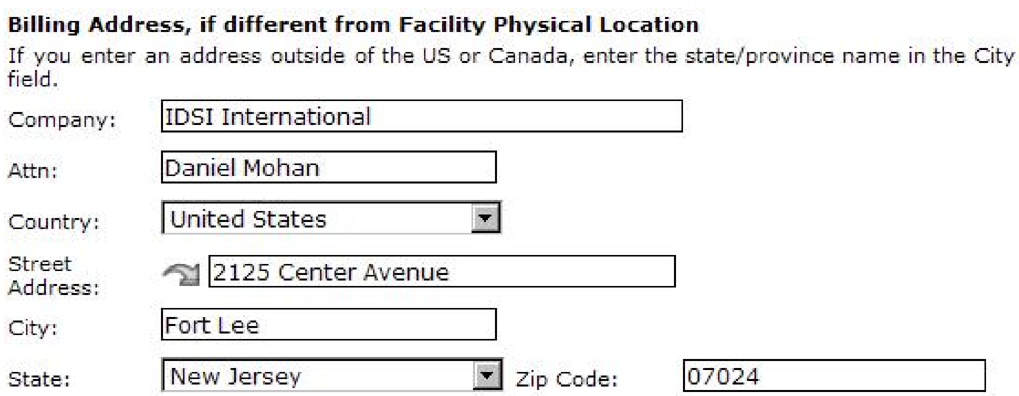


Diagram 37: Billing Address Information of Step 1

8. Click on *Save Changes* if you have completed the form. Click *Exit Without Save* to exit the screen.

You will be presented with Step 1 Options. At this screen, you can choose how to proceed.

1. Option 1, (Continue 312 Report (Tier II Report)). This will bring you to your Facility Home Page. Continue entering in the incomplete data.

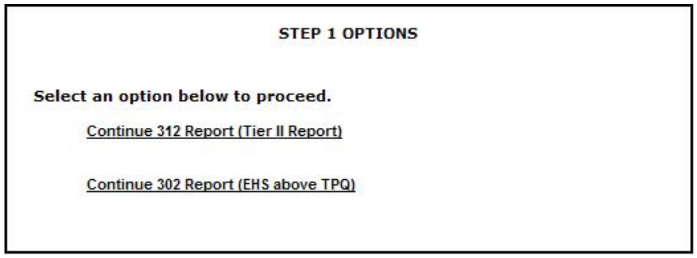


Diagram 38: Step 1 Options page

STEP 2: Chemical Descriptions and Storage Location

1. If you clicked on Continue 312 Report, you will be brought to your Facility Home Page.

2. From your Facility Home Page, click on *Add Chemical*. Begin entering in the Chemical Description.

3. If you want to use the Chemical Lookup Menu, click on *Search by CAS/Chemical Name*.
   a. A pop-up box will appear. If searching by CAS Number, you must enter in the exact CAS number and click *Search*. If you are searching by Chemical Name, type a portion of the Chemical Name, choose the type of search you would like to complete (starting with, exact match, or containing string. ‘Containing string’ means that what you type is contained in some part of the chemical name). Then click *Search*. See whether any of the selections on the Chemical Lookup Menu match the chemical you are looking for. If so, click on the chosen chemical. The selection will be populated in the form. If there is no match, close the window by clicking the x in the top right hand side of the pop-up box and enter the CAS Number and Chemical Name manually.

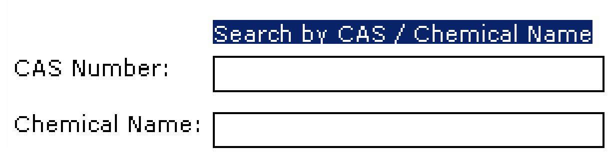


Diagram 39: CAS Number/ Chemical Name Search tool Step 1

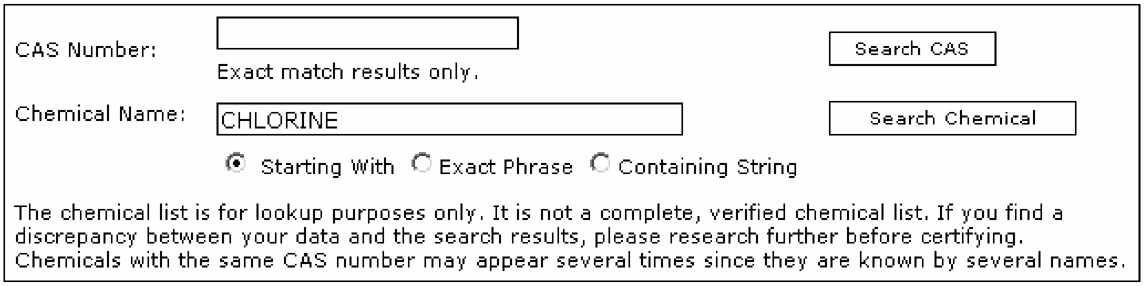


Diagram 40: CAS Number/ Chemical Name Search tool Step 2

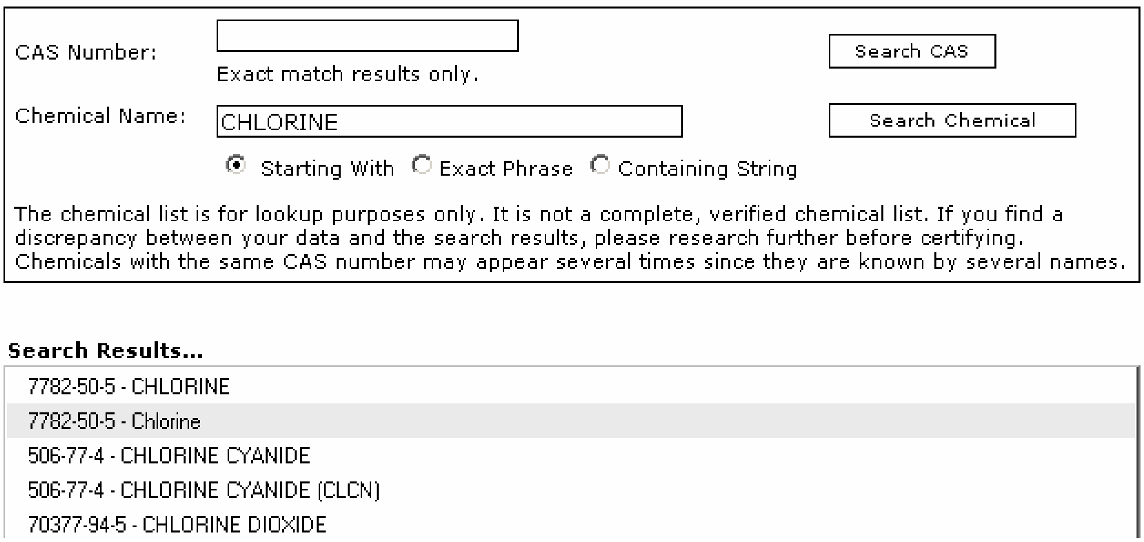


Diagram 41: CAS Number/ Chemical Name Search tool Step 3

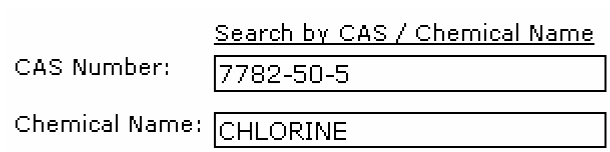


Diagram 42: CAS Number/ Chemical Name Search tool Completed

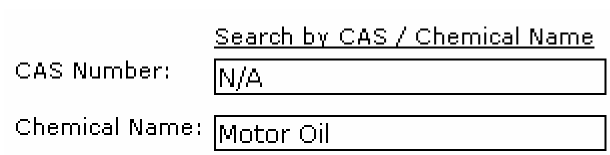


Diagram 43: Chemical that does not have a CAS Number

b. If the system lookup returns an option with multiple CAS numbers in the CAS number field, you must delete all but one CAS number because the system will only accept a single CAS number for each chemical.

c. If you want to enter in the CAS Number manually, you can only enter in a single CAS Number. If the chemical does not have a CAS Number (as in the case of some mixtures), enter in N/A (enter exactly as displayed).

d. If you want to enter in the Chemical Name manually, you must enter in the precise Chemical Name.

4. Check off if the chemical is a Trade Secret. You may be required to complete additional forms located under the Resources link to substantiate to the EPA that the chemical really qualifies as a trade secret.

   a. You will have the option to upload a copy of the Trade Secret Substantiation form for the Administrator's reference. You are still responsible for sending the completed Trade Secret Substantiation form to the EPA. Remember that loading a copy on the TIER II MANAGER™ helps the SERC/LEPC but does not fulfill your responsibility to submit the Trade Secret Substantiation form for each chemical to the EPA.

5. Check off if the chemical entered in the form is an EHS. If you used the Chemical Lookup Menu, the system may have automatically checked off that the chemical is an EHS for you.

6. If the chemical you chose was an Extremely Hazardous Substance (EHS), you will need to choose an EHS Name from the drop down box. The system may have automatically selected the EHS for you if you entered the same chemical name.

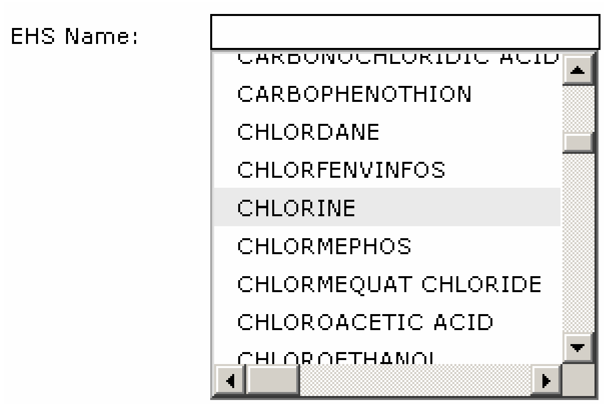


Diagram 44: EHS Name Drop Down menu

7. Click on *Add mixture components* to add components within a chemical mixture.

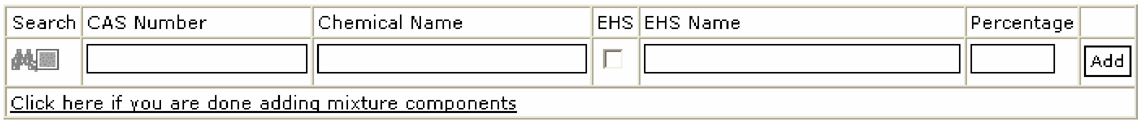


Diagram 45: Adding a Mixture Component Step 2

A pop-up box will appear.

a. If you want to use the Chemical Lookup Menu, click on the Search icon.

   i. If searching by CAS Number, you must enter in the exact CAS number and click *Search*.

   ii. If you are searching by Chemical Name, type a portion of the Chemical Name, choose the type of search you would like to complete (starting with, exact match, or containing string. 'Containing string' means that what you typed is contained in some part of the chemical name).

   iii. Then click *Search*. See whether any of the selections on the Chemical Lookup Listing match the chemical you are looking for. If so, click on the chosen chemical. The selection will be populated in the form.

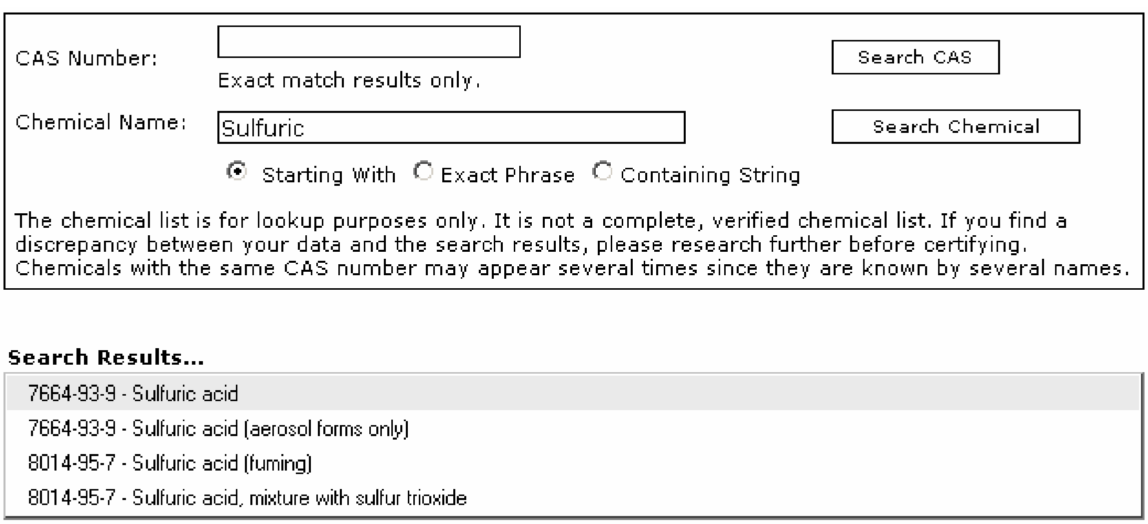


Diagram 46: Adding a Mixture Component Step 3

iv. If there is no match, close the window by clicking the x in top right hand side of the pop-up box and enter the CAS Number and Chemical Name manually.

b. If entering the CAS Number and Chemical Name manually for the mixture component, follow the steps below.

i. Enter in the chemical mixture component CAS. <u>Do not enter the main chemical CAS, which was already entered on the previous screen.</u>

ii. Enter in the chemical mixture component chemical name. <u>Do not enter the main chemical name, which was already entered on the previous screen.</u>

iii. Check off if the mixture component is an EHS. If you used the Chemical Lookup Menu, EHS may already be checked off. If it is checked, select the EHS Name from the drop down menu. The system may have automatically selected the EHS for you.

iv. Enter the percent of the mixture that is made up by the specific chemical component.

v. If you would like to continue adding more mixture components, click on *Add.* A new line will appear. Repeat steps above to add the mixture component information until all your mixtures components for the specific have been submitted.

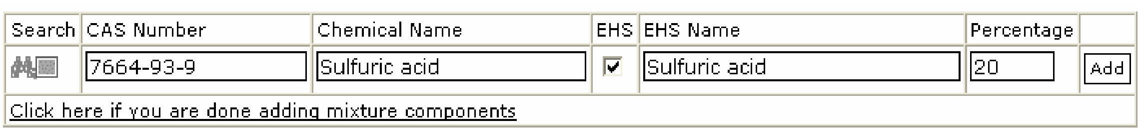


Diagram 47: Adding a Mixture Component Step 4

vi. When you have finished adding mixture components, click on *Click here if you are done adding mixture components*. The box will disappear, but you can edit entries by clicking on *Add mixture components* again.

Diagram 48: Adding a Mixture Component Step 4

8. Enter the information under *Check all that apply*.
    a. Make sure you select at least one of the following: Pure or Mix.
    b. Make sure you select at least one of the following: Solid, Liquid or Gas.

Diagram 49: Check off all that apply

9. If you selected a chemical from your the 311 inventory list, the MSDS reference from the selected 311 will be attached to your Tier II Report automatically.

10. You may have to upload an MSDS file. Click on *Upload MSDS file*. A pop-up will appear. Click on *Browse*. Identify the location for the file from your network drive, click on it, and click *Open*. The path of the file will appear. Click *Ok and Continue*. If you choose to delete the attached file, click on the *Remove* link.

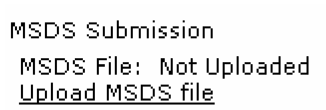


Diagram 50: Upload MSDS Attachment Step 1

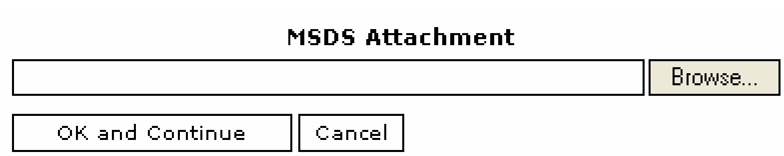


Diagram 51: Upload MSDS Attachment Step 2

Diagram 52: Upload MSDS Attachment Step 3

Diagram 53: Upload MSDS Attachment Completed

11. Check off at least one of the Physical and Health Hazards.

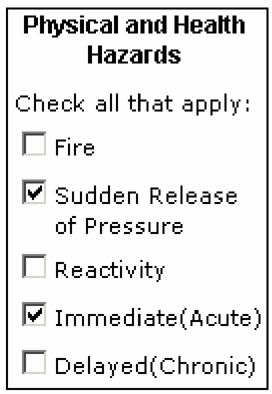


Diagram 54: Physical and Health Hazards section of Step 2

12. Complete the Inventory information.
    a. Enter the Maximum Daily Amount of the chemical residing at the site (lbs.)
    b. Enter in the Maximum Daily Amount Code, or use the drop down box to choose the appropriate code.
    c. Enter the Average Daily Amount of the chemical residing at the site (lbs). This amount must be less than the Maximum Daily Amount.
    d. Enter in the Average Daily Amount Code, or use the drop down box to choose the appropriate code.
    e. Enter the Number of Days within the year that the chemical resides at this facility.

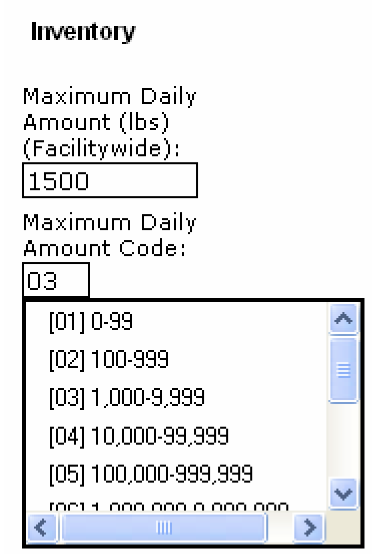


Diagram 55: Inventory Drop Down Menu

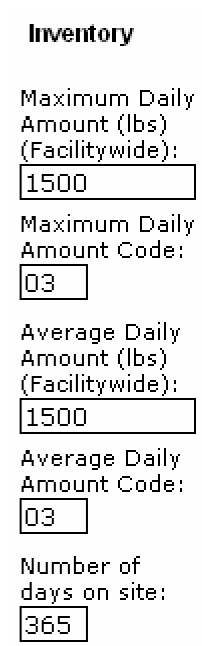


Diagram 56: Inventory section of Step 2

13. Complete the Storage Codes and Location information.
    a. Use the drop down to fill in the appropriate code for Container Type.
    b. Use the drop down to fill in the appropriate Pressure Code for the described container.
    c. Use the drop down to fill in the appropriate Temperature Code for the described container.

d. Use the text box to fill in brief descriptions of the location of the container.

e. Enter the Maximum Daily Amount of the chemical residing at each location (lbs.)

f. Check off Confidential Location if you would like the specific Location to be listed as Confidential.

g. Continue to add more Storage Locations by clicking on *More Storage Locations?* A pop-up box will appear. Continue to add storage containers and locations using the same process as used in the screen. When complete, click on *Click Here if you are done with Adding Storage Locations.* The box will disappear but you can always edit entries from the Facility Homepage.

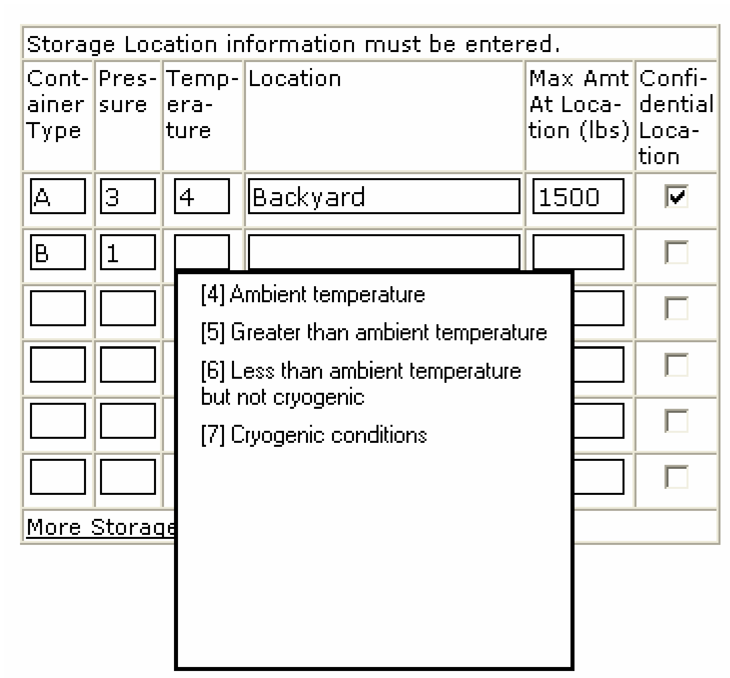


Diagram 57: Storage Codes and Location Drop Down Menu

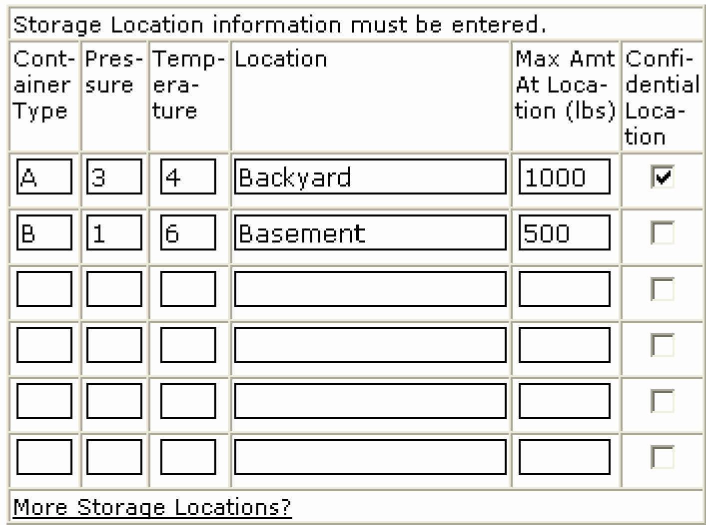


Diagram 58: Storage Codes and Location section of Step 2

14. When you click Save and Continue you will receive a message that the Chemical Description has been saved.

15. If you click on *Exit without Save*, the Facility information is saved, but the chemical information submitted will not be saved. The Tier II Report is considered incomplete without any chemical information.

You will be presented with a couple of options.

1. Click on *Add Another Chemical* if you have more chemicals to add to the chemical inventory. If you click this option, you will enter Chemical information again.

2. Click on *Go Back to Facility Home Page* to edit or view more facility information.

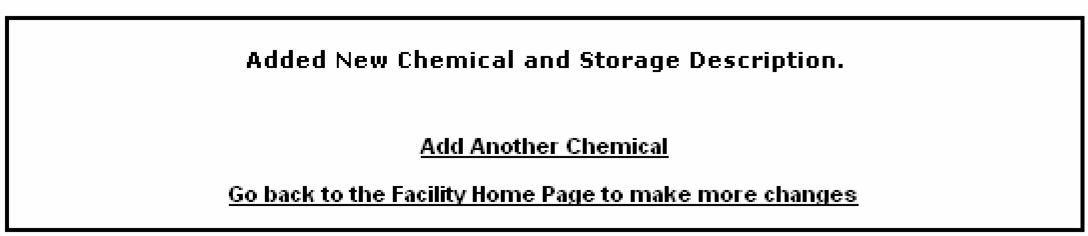


Diagram 59: Options page

STEP 3: Upload Attachments

From the Facility Home page, you can upload files such as the Siteplan with the Tier II Report. You can only attach one file for each item. The file size must be less than 2 MB. You can only upload files with the specified file extensions.

1. To upload a Siteplan to your Tier II Report from the Facility Home Page, you need to click on *Browse* on the right of Siteplan. Locate the file in your hard drive or network and then double click on the file. The file path will appear in the text box. Click on *Attach* to attach the file.

2. To upload a document about Site Coordinate Abbreviations to your Tier II Report from the Facility Home Page, you need to click on *Browse* on the right of Site Coordinate Abbreviations. Locate the file in your hard drive or network and then double click on the file. The file path will appear in the text box. Click on *Attach* to attach the file.

3. To upload a document about Safeguard Measures to your Tier II Report from the Facility Home Page, you need to click on *Browse* on the right of Safeguard Measures. Locate the file in your hard drive or network and then double click on the file. The file path will appear in the text box. Click on *Attach* to attach the file.

4. If you are sending files as hard copies to authorities, check off the bottom box. This will enable administrators to see that the documents are being sent as hard copies and enables authorities to expect it by mail.

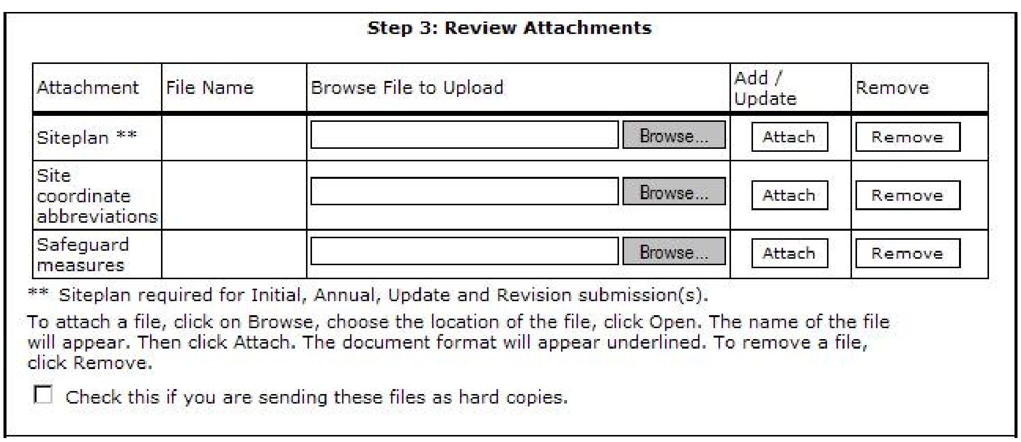


Diagram 60: Upload Attachments section on the Facility Homepage

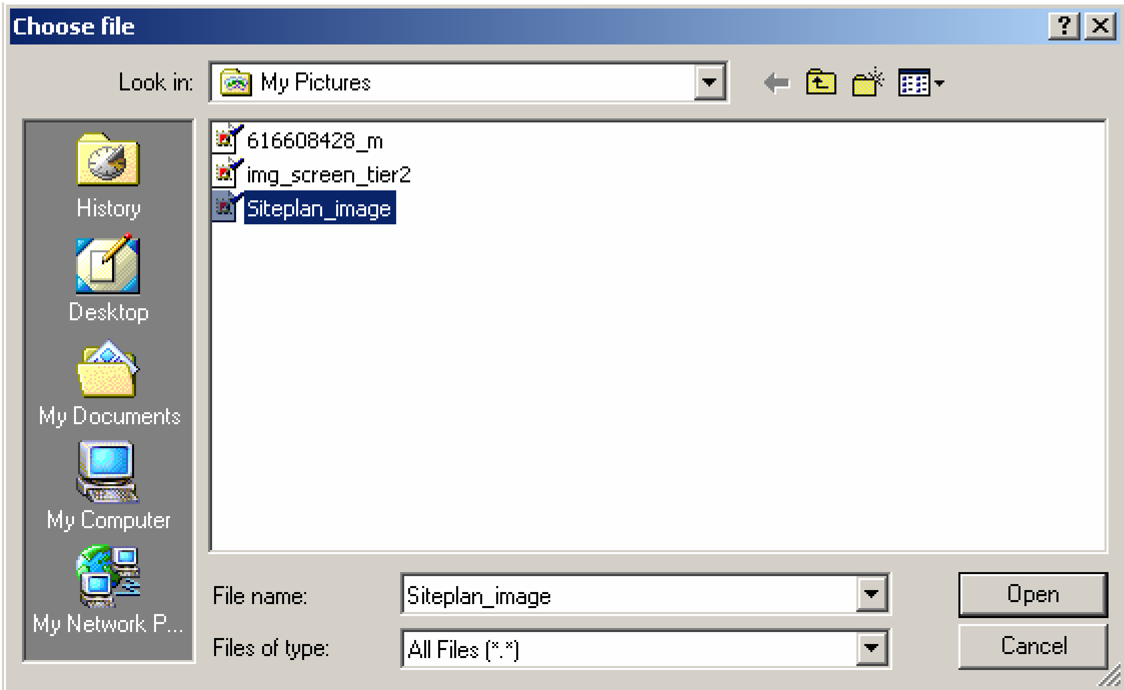


Diagram 61: Upload Attachments section on the Facility Homepage Step 2

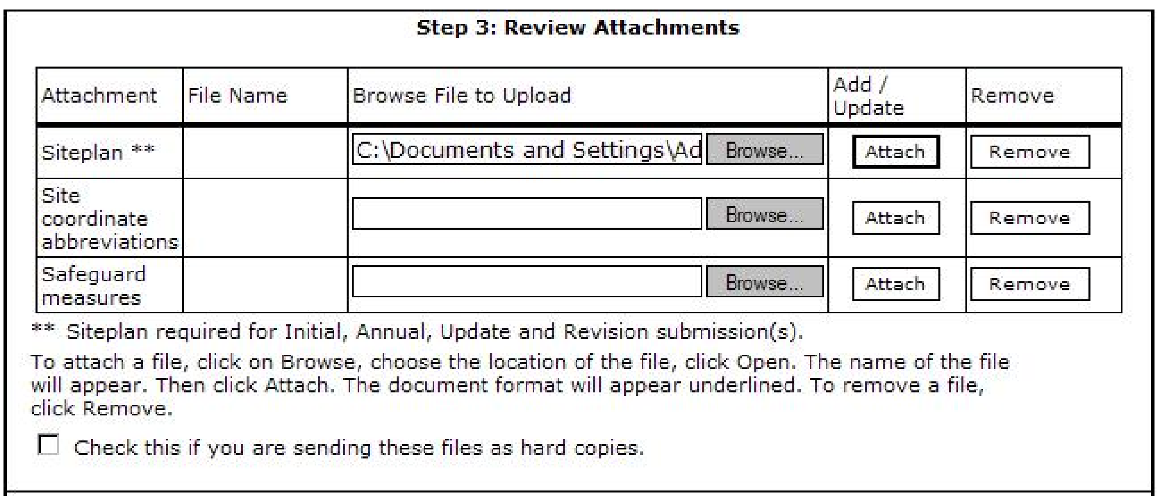


Diagram 62: Upload Attachments section on the Facility Homepage Step 3

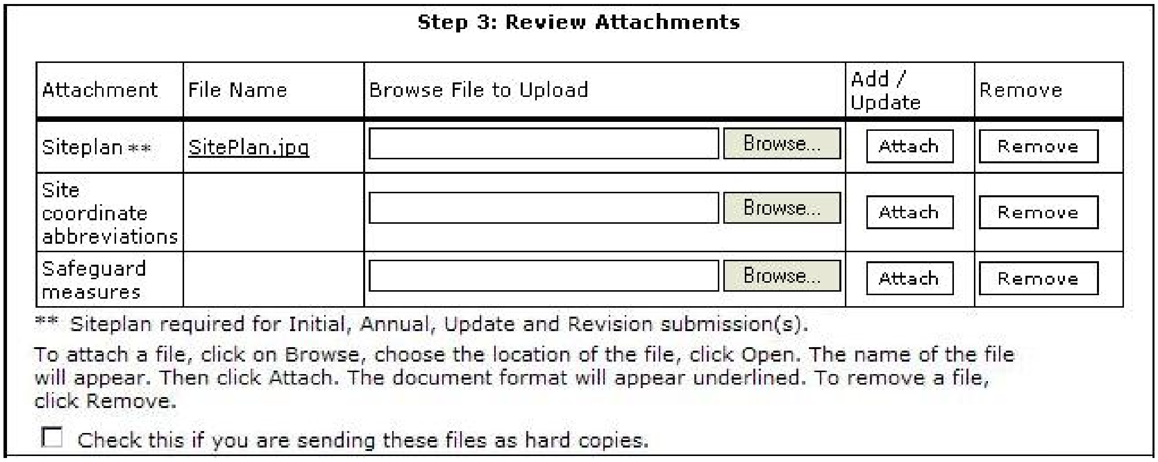


Diagram 63: Upload Attachments section on the Facility Homepage Complete

EDITING FACILITY AND CHEMICAL INVENTORY INFORMATION FOR AN EXISTING FACILITY

If you wish to save the report and complete it at a later time, you may do so. Saving and continuing later will save all the information that you have entered up to that point, but the report will be incomplete until all steps have been completed.

If you did not complete the Tier II Report submission process in one sitting or you wish to edit the report, you can continue entering incomplete data from the *Facility Home Page.* The Facility Home Page is a central location from which you can update and maintain Tier II information. Follow the instructions in this section to save and continue a Tier II Report at a later time.

1. To retrieve information saved previously, start at the Main Menu.
2. Click on the Facility Name for which you would like to edit information.
3. This will bring you to your the Submission Listing page.
4. Click the year you wish to edit. This will bring you to the Facility Home Page.
    a. View information about when the report was last modified and certified.
    b. Edit Facility identification information by clicking on the blue button *Edit Facility*.
    c. View current data entered for the facility by clicking on the blue button *Current Data.* You will be able to view the most current data entered for the facility.
    d. To make a facility inactive click on the blue button *Make Inactive*. You will be prompted to select the reason for making the facility inactive. By making the facility inactive, you are setting the facility status to Inactive. If you click on Save, this facility will no longer appear in your User Account.
    e. View the entered chemical inventory in the Chemicals section of the Facility Home Page. All headers can be sorted to narrow down your chemical search.
    f. Add new chemicals to the inventory by clicking on the blue button Add Chemical.

g. Edit or delete existing chemicals from the inventory by clicking on *Edit* or *Delete* next to each chemical name.
h. View the list of attachments under the Attachment section of the Facility Home Page. You can click on the file name to launch the file.
i. Attach and remove attachments by clicking on *Attach* or *Remove* for any of the Attachment items.
j. Click on edit icon under the Notes section to enter any comments that will be viewed by the administrator. The notes that are entered here will be displayed as a separate section of the Tier II Report at the end of the report and can be viewed by the administrator and responders.
k. Continue the Submission process.

ABOUT THE SUBMISSION PROCESS

About Submissions

There are two classes of submissions that can be submitted through the online system.

An **Annual Submission** is a process used by facilities to submit the Tier II Report annually before the March 1st deadline. A Fee Summary will be prepared during an Annual Submission, which should be used to send in the full payment (if applicable).

A **Revision Submission** is used to revise submissions that are already done.

There are several statuses along each step of these submissions. Read the description below to understand what each status means.

Not Started – No Submission has been started for the specific report year.

Initiated – A Submission status of *Initiated* means that the facility has completed all Submission prerequisites (if any) and begun the first step of the Submission process, but has not yet completed it.

Pending Admin Approval – A Submission status of *Pending Admin Approval* means that the facility has completed all Submission prerequisites (if any) and completed the Submission, which is ready for System Administrator's review and approval. When the report is submitted to the Administrator, the next reporting year becomes available for users.

Completed – A Submission status of *Completed* means that the facility has completed all the required steps for the Submission and the Administrator has reviewed the Submission. The facility has a completed submission at this stage, unless specifically contacted by the Administrator for follow-up.

Cancelled – A cancelled status means that the Facility User or the Administrator has cancelled the submission. The facility will need to complete the Tier II submission again.

REPORT SUBMISSION IN A SINGLE SITTING

Starting a Submission

Once you have completed adding facility details, chemical inventory information and attachments on the Facility Homepage, you will need to do a Submission.

1. From the Facility Home Page, look for the Tier II Submissions section at the bottom of the page.

2. Click on *Click here* to start a submission for this year.

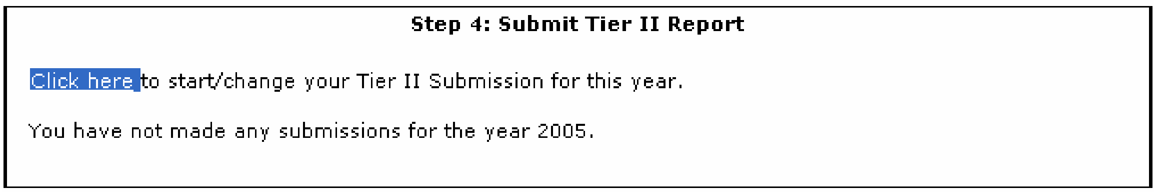


Diagram 64: Starting a Submission

Tier II Audit Report

Sometimes, some data items may not be completed. The Tier II Audit Report checks for any required fields that have been left blank or were not entered properly. Click on the blue links in order to be returned to the right pages to complete the required data items.

Once each of the required data items is completed, you will be able to choose a Submission Class.

Choose a Submission Class

Once you start a Submission, you will need to choose what class of Submission it is. Select Annual or Revision submission. Sometimes, you may see that a class is grayed out. For example if you see that 'Revision Submission' option is grayed out that means that you are submitting an Annual Submission and vice versa. Once you choose the available option (depending upon your submission status) click *Start* to start the submission.

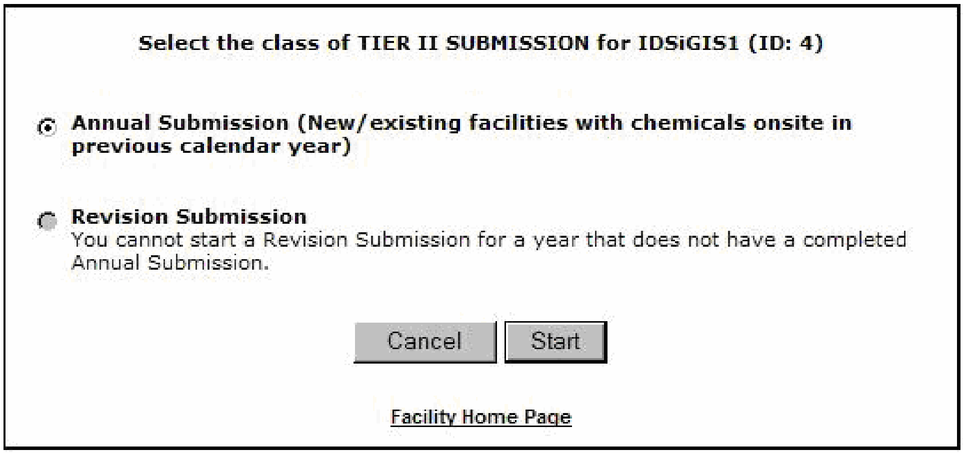


Diagram 65: Choose Submission Class page

Complete Submission Prerequisites

Depending on the type of Submission Class chosen, different submission items may be required. These prerequisites are required along with the Tier II Report in order for the submission to be considered completed. Continue to complete each prerequisite until the list has been completed. Once you have completed each item, you may then complete your Submission. Follow the instructions in this section to complete submission prerequisites.

1. Read the complete list of prerequisites. You can click on the prerequisite you wish to complete to go to the exact place to do so. Once you complete each prerequisite, it will be removed from the list.

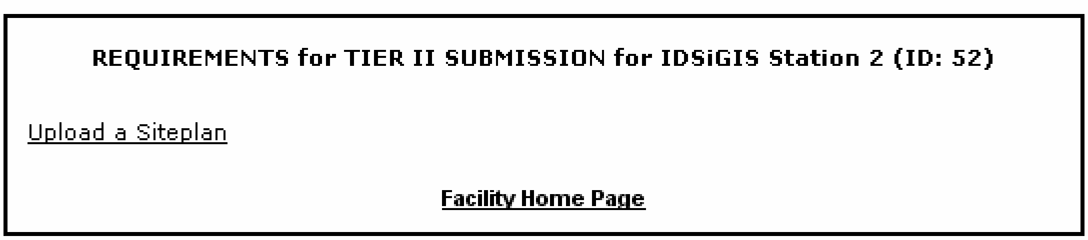


Diagram 66: Tier II Submission Prerequisites page

2. You will be returned to the prerequisites listing to complete the next one on the list. If you are not brought back to the prerequisite listing, select the *<u>Click here</u> to start/change your Tier II Submission for this year.* Choose the Class and continue the process.

3. Click on the next prerequisite you wish to complete.

4. After all prerequisites have been met, you will be informed that all prerequisites are met.

5. Select the link to continue the Submission. At this point, the Tier II Submission status will be changed to *Initiated*. Once a Submission has a status of Initiated, no edits will be reflected as part of invoices or certification letters.

6. At this point, the Submission status is set to *Initiated.* If doing an Annual Submission, and your jurisdiction bills for reporting, the Fee Summary is created. **Since the Fee Summary is created based on all chemical information existing for the current Reporting Year up to that point, any edits done after the Fee Summary is created *will not* be reflected in the Fee Summary or in the Submission**. **In order to make changes to the submission after starting the submission, return to the Facility Home Page, go to Step 4, and click the 'Edit Info' button. This will cancel the started submission and allow you to edit information and start the submission again.** If the Facility User is exempt from paying fees based on the results of the Fee Exemption Questionnaire, it will be stated on the Fee Summary.

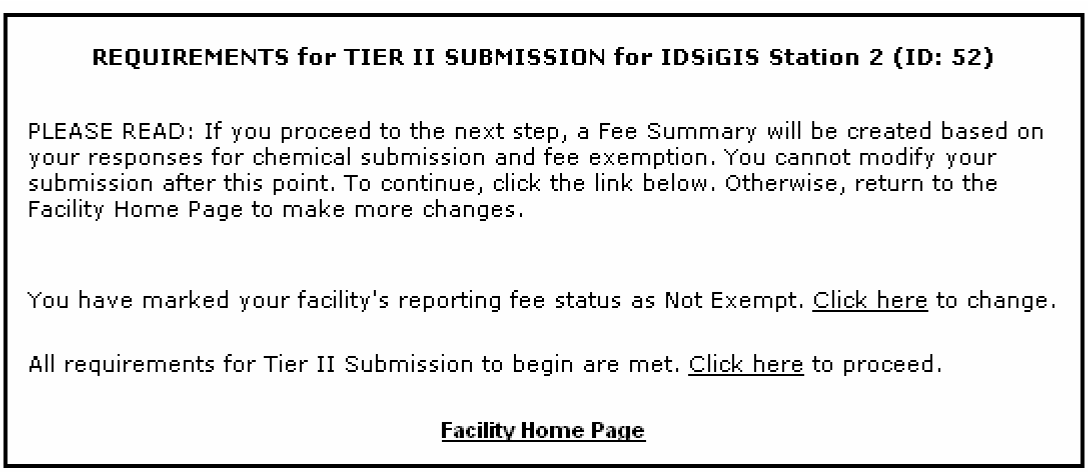


Diagram 67: Requirements have been met page

Edit Facility, Chemical, or Attachments after Starting a Submission

Once you start a submission, you cannot edit the Facility, Chemical, or Attachment information from the Facility Home Page. You will see that all the modification buttons are frozen.

If you want to change some information before doing your submission, then look for the Tier II Submission section on the Facility Home Page. Click on the ‘Edit Info’ button. This will cancel the existing submission that is in process and enable the user to modify any information.

Change the information you need to change and then start the submission process again, under Step 4 of the Facility Home Page.

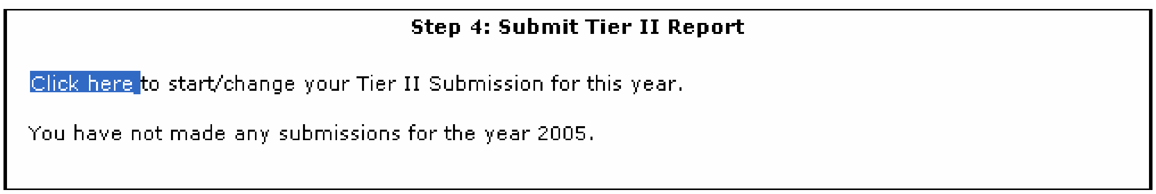


Diagram 68: Starting a Submission

Complete Submission Certification

In order to complete the Tier II Submission, the online report will need to be certified. The Submission Certification page will enable you to preview your Tier II Report before you certify it for Submission. Once you can verify that everything is accurate and true, you may complete the certification.

1. On the Tier II Submission Certification page, click on *Please Preview the Tier II before Submission.* This will allow you to view the complete form and verify that it is accurate and true.

2. Check off the check box (I acknowledge that the information contained within the Tier II Report is accurate and true).

3. Enter the Name of Owner/Operator and Date if not populated already.

4. Enter the Official Title.

5. Click on *Save and Continue* to successfully submit the Annual Submission Certification.

6. The Tier II Submission status will be changed to *Pending Admin Approval*. Any report with a status of Pending Admin Approval cannot be edited for the submitted year and the next reporting year becomes available for the facility to update its information. If the facility wants to change the submission that was just completed, the facility must request a Previous Year Edit from the Submission Listing page.

7. If the Administrator approves the Tier II Submission, the status will be automatically changed to *Completed*. A report in *Completed* status is automatically archived. Any report with a status of *Completed* cannot be edited except through a Previous Year Edit request, which can be found on the Submission Listing page.

8. If the Administrator cancels the Submission, the Submission will disappear and appear as if it was never started. The status will be set to *Not Started*.

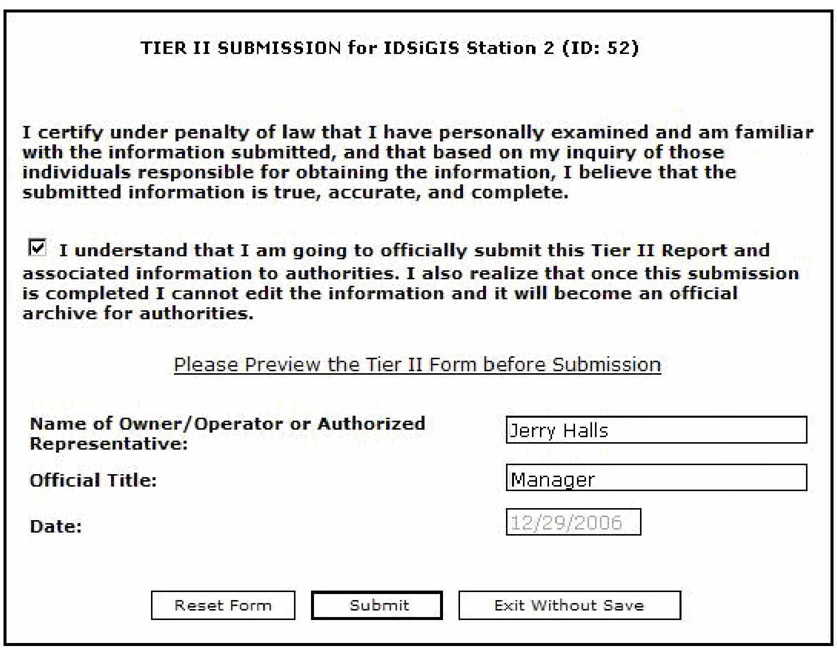


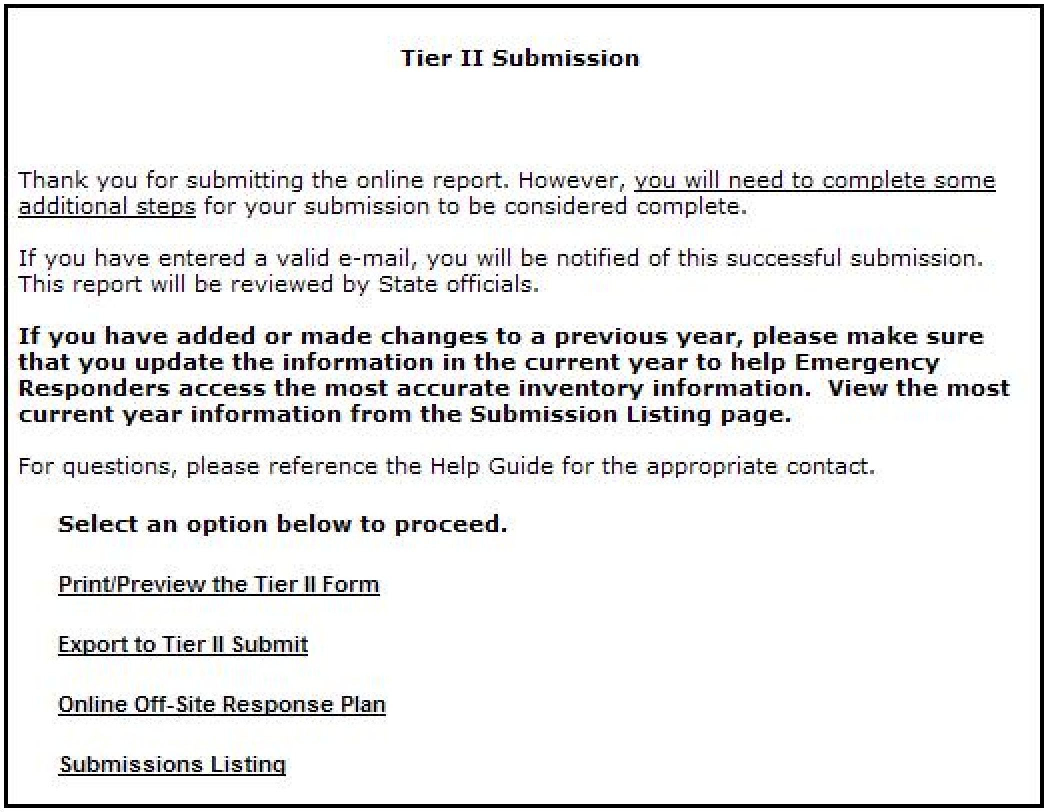
Diagram 69: Tier II Submission Certification page

Additional Information to Complete Submission (if applicable). Follow the instructions in the system for any specific follow-ups you need to do to meet requirements.

Print, Sign, and Mail in Certification Statement and Payment

Once you have certified the Submission, you can view the certification letter (if applicable) by clicking on *Certification Letter*. If have marked that you are exempt from fees, complete the Fee Exemption Letter (if applicable). Print, sign, and send the letter(s) to the address listed in the letter with payment. Follow the instructions in this section to print a Tier II Form and attachments.

1. After you have certified the report, click on Certification Letter. If you have marked that your facility is in a category that is exempt from fees, click on Fee Exemption Letter. The link for the Fee Exemption Letter will only appear if you have marked that your facility is exempt from fees.
2. Select the Print icon at the top of the page.
3. Sign the Certification Letter and send it in with payment to the address on the letter.
4. Complete any additional steps required by the Administrator.
5. Print a copy of the report for your own records.


Tier II Submission

Thank you for submitting the online report. However, you will need to complete some additional steps for your submission to be considered complete.

If you have entered a valid e-mail, you will be notified of this successful submission. This report will be reviewed by State officials.

If you have added or made changes to a previous year, please make sure that you update the information in the current year to help Emergency Responders access the most accurate inventory information. View the most current year information from the Submission Listing page.

For questions, please reference the Help Guide for the appropriate contact.

Select an option below to proceed.

Print/Preview the Tier II Form

Export to Tier II Submit

Online Off-Site Response Plan

Submissions Listing

Diagram 70: Tier II Submission Option page

REPORT SUBMISSION NOT COMPLETED IN A SINGLE SITTING

If you took a break in the middle of the Submission process and returned to complete the rest of the submission, you will begin from the Facility Home Page. To complete the Tier II Submission after saving your work and continuing at a later time, follow the instructions below.

1. Sign In to the system.
2. From the Main Menu, click on the facility name for which you would like to do a Submission.

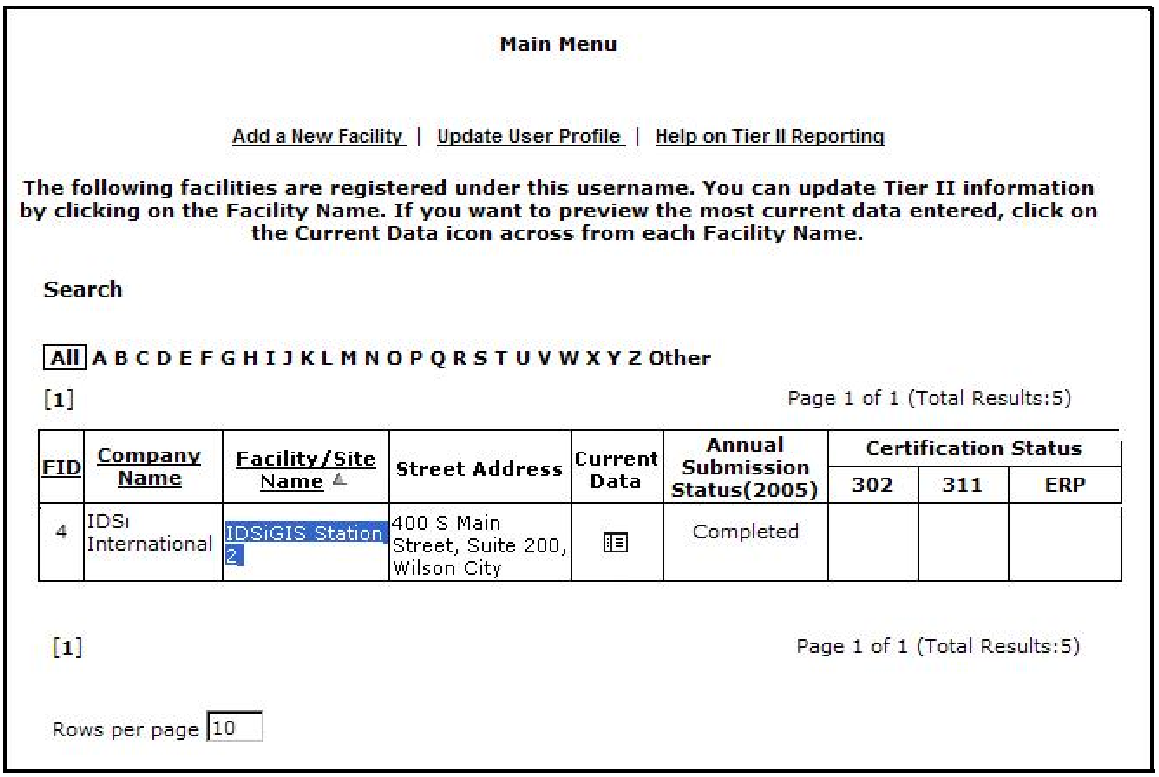
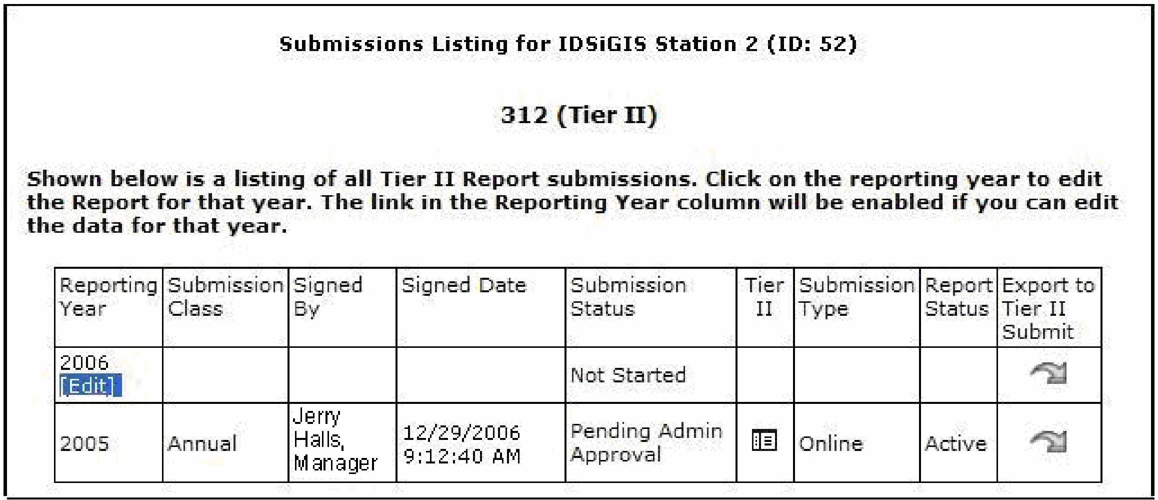


Diagram 71: Main Menu page

3. On the Submission Listing page, click [Edit] next to the report year for which you would like to do a Submission.



Submissions Listing for IDSiGIS Station 2 (ID: 52)

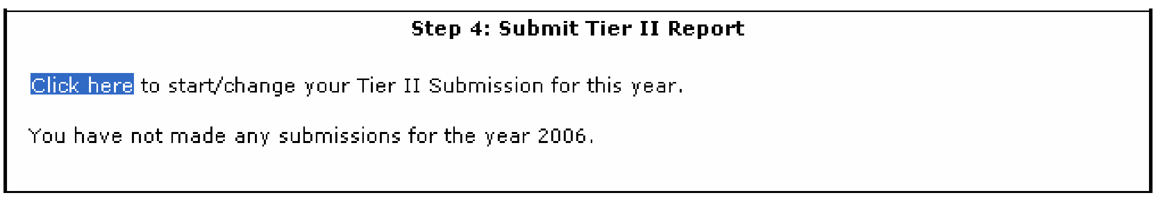
312 (Tier II)

Shown below is a listing of all Tier II Report submissions. Click on the reporting year to edit the Report for that year. The link in the Reporting Year column will be enabled if you can edit the data for that year.

Reporting Year	Submission Class	Signed By	Signed Date	Submission Status	Tier II	Submission Type	Report Status	Export to Tier II Submit
2006 [Edit]				Not Started				
2005	Annual	Jerry Halls, Manager	12/29/2006 9:12:40 AM	Pending Admin Approval		Online	Active	

Diagram 72: Submission Listing page

4. Look for the Submission section on the Facility Home Page.



Step 4: Submit Tier II Report

Click here to start/change your Tier II Submission for this year.

You have not made any submissions for the year 2006.

Diagram 73: Starting a Submission

   a. If the Submission has not been started yet, select *Click here to start/change your Tier II Submission for this year* from the Facility Homepage. Choose the Submission Class. All the prerequisites will be listed. Complete each one to complete the Submission Certification.
   b. If the Submission is in the *Initiated* status, click the *Complete* button.

5. Complete the report Certification.

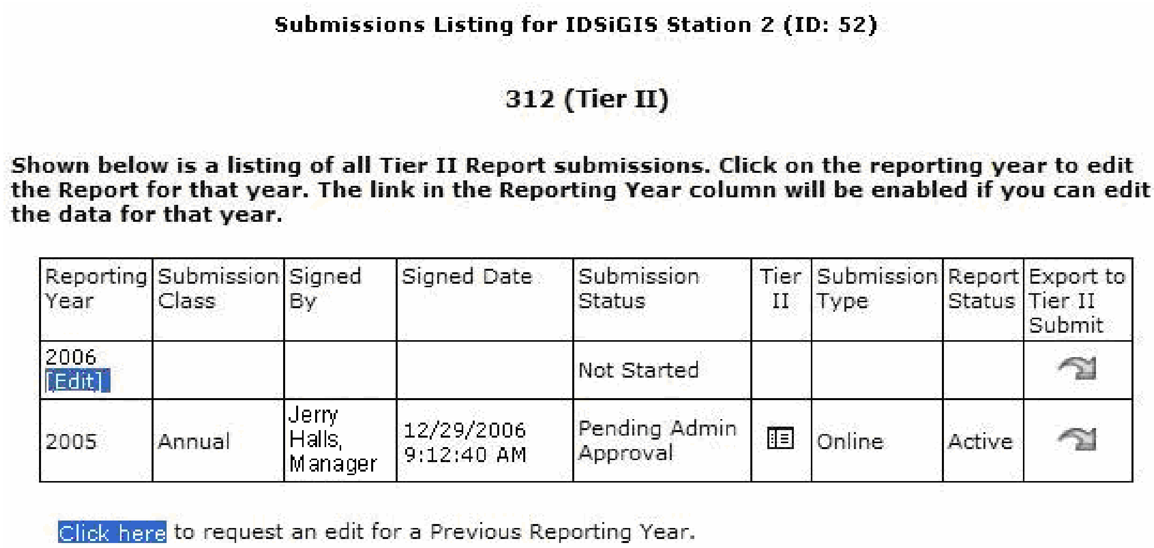
REVISING A SUBMITTED REPORT

If you need to make additions or modification to a report that has already been submitted for the current year or for previous reporting years, you must request to do a Previous Year Edit and then submit the revised Tier II report. You must request to do a Previous Year Edit. Once the Administrator approves your request to edit a previously submitted report, you can submit the revision of the report. Follow the instructions in this section to request a previous years edit.

Any changes made to reports immediately previous to the currently editable report year will automatically be carried to current year information. For example, on the Submission Listing Page, your currently editable year is 2007, and you request to do an edit in Report Year 2006, the changes made in 2006 will be carried over to the 2007 report year.

If a previous year edit is done for a report that is not immediately previous to the current year, then it will NOT be carried over automatically. In this situation please update any relevant changes such as updates to Facility contact information and chemical information to the most Current Year. For example, the currently editable report year is 2007, and you requested to edit 2004. No changes from 2004 will be brought to 2007. You must update any changes you want made to 2007 manually.

1. Sign into the Main Menu.
2. Click on a Facility Name.
3. This will bring you to the Submissions Listing for your facility. Select *Click here to request an edit for a previous Reporting Year*. You cannot request to do a previous year edit on reports that are still pending approval from the Administrator.


Submissions Listing for IDSiGIS Station 2 (ID: 52)

312 (Tier II)

Shown below is a listing of all Tier II Report submissions. Click on the reporting year to edit the Report for that year. The link in the Reporting Year column will be enabled if you can edit the data for that year.

Reporting Year	Submission Class	Signed By	Signed Date	Submission Status	Tier II	Submission Type	Report Status	Export to Tier II Submit
2006 [Edit]				Not Started				
2005	Annual	Jerry Halls, Manager	12/29/2006 9:12:40 AM	Pending Admin Approval		Online	Active	

Click here to request an edit for a Previous Reporting Year.

Diagram 74: Submission Listing Page

4. Select the reporting year you wish to edit, from the drop down. (Only those years for which you can request an edit will be shown in the list)


Request to Edit Previous Year Reports

Reporting Year: 2005

Only those years for which you can request an edit will be shown in the list

Enter the reason for the revision and details about sections or content that will be edited in the revision.

I forgot to add acrylamide to my chemical inventory for 2005 submission year.

I acknowledge that the information entered here is accurate and true.

Cancel | Request

Diagram 75: Request for Previous Year Edit page

5. Enter the Reason and exact sections that you propose to edit.
6. Check off the check box (I acknowledge that the information entered here is accurate and true).

7. Click *Request*.

8. The request will be submitted for review. After the System Administrator has reviewed the request, you will be contacted by email.

9. You may request to edit several years of reports. You cannot request to do a previous year edit on reports that are still pending approval from the Administrator.

SUBMITTING A REVISED REPORT

If the System Administrator approves a previous years edit request, you will be contacted by email. You will then be able to go into the previous year Facility Home Page to complete any edits. Follow the instructions in this section to complete your previous years edit.

1. The system administrator will email you regarding his or her decision on your request for previous year edit.

2. Once you receive the email of approval, sign into the Main Menu.

3. Click on your Facility Name.

4. This will bring you to the Submissions Listing for your facility.

5. Click on the reporting year you wish to edit. All editable years are marked with an [Edit] next to the report year. Note that you must first request to edit a previous year first in order to edit it.

Submissions Listing for IDSiGIS Station 2 (ID: 52)

312 (Tier II)

Shown below is a listing of all Tier II Report submissions. Click on the reporting year to edit the Report for that year. The link in the Reporting Year column will be enabled if you can edit the data for that year.

Reporting Year	Submission Class	Signed By	Signed Date	Submission Status	Tier II	Submission Type	Report Status	Export to Tier II Submit
2006 [Edit]				Not Started				
2005 [Edit] [Close]	Annual	Jerry Halls, Manager	12/29/2006 9:12:40 AM	Completed		Online	Active	

Diagram 76: Submissions Listing with Previous Year Edit Privileges

6. View the Facility Home Page for the facility.

7. Complete edits from the Facility Home Page for that year's Tier II information.

8. After completing all changes, click the link *Click here* to start the submission of the revision. If no report has been submitted in the requested year, choose Annual as the submission class. If a report has already been submitted and modifications are being made to the submitted report, choose Revision as the submission class.

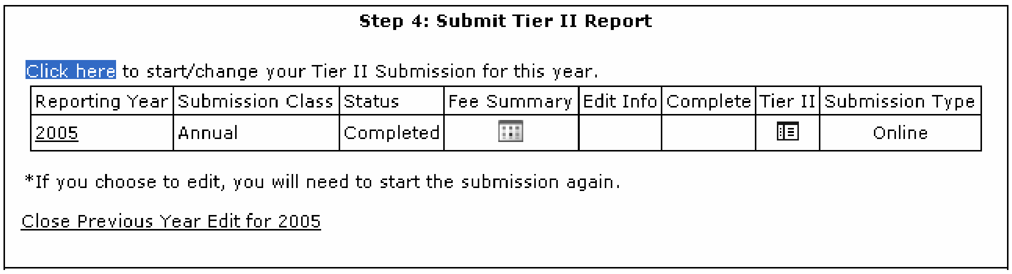


Diagram 77: Starting a Submission

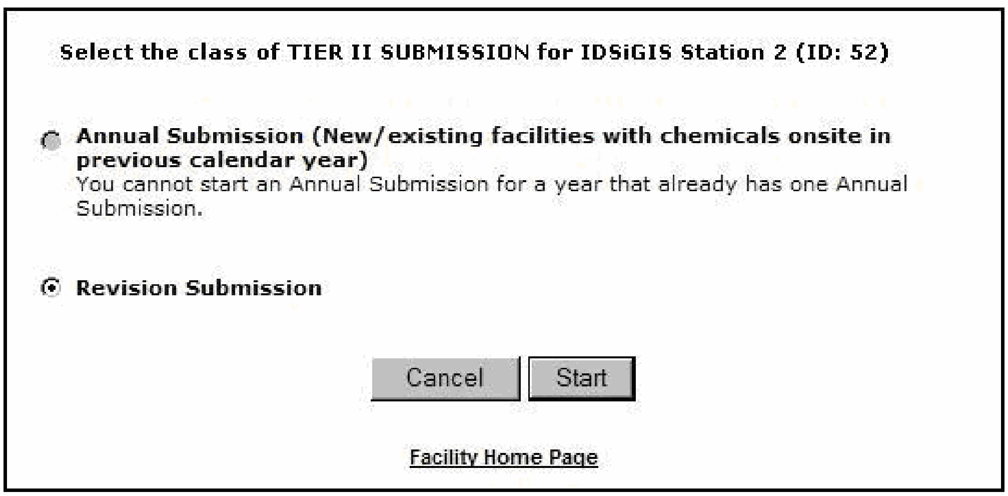


Diagram 78: Choose Submission Class page

9. All prerequisites will be listed for you. All prerequisites must be completed to continue the Revision Submission Certification.

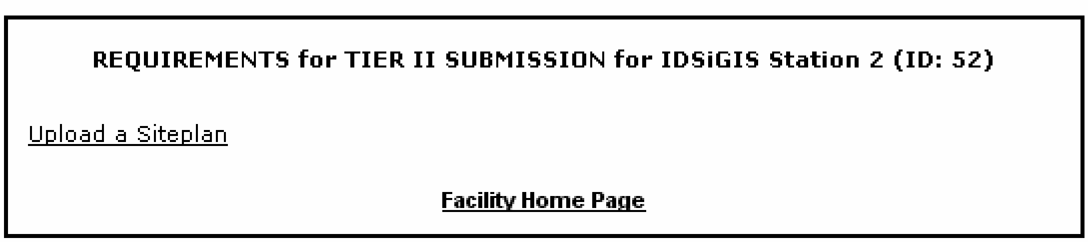
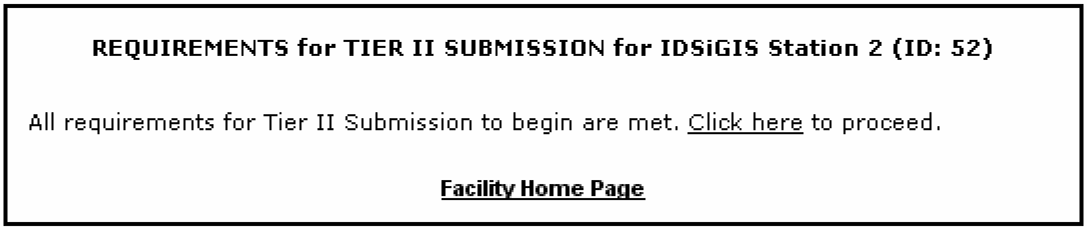


Diagram 79: Tier II Submission Prerequisites page

10. Click on *Click here* to proceed.



REQUIREMENTS for TIER II SUBMISSION for IDSiGIS Station 2 (ID: 52)

All requirements for Tier II Submission to begin are met. Click here to proceed.

Facility Home Page

Diagram 80: Tier II Submission Requirements have been met page

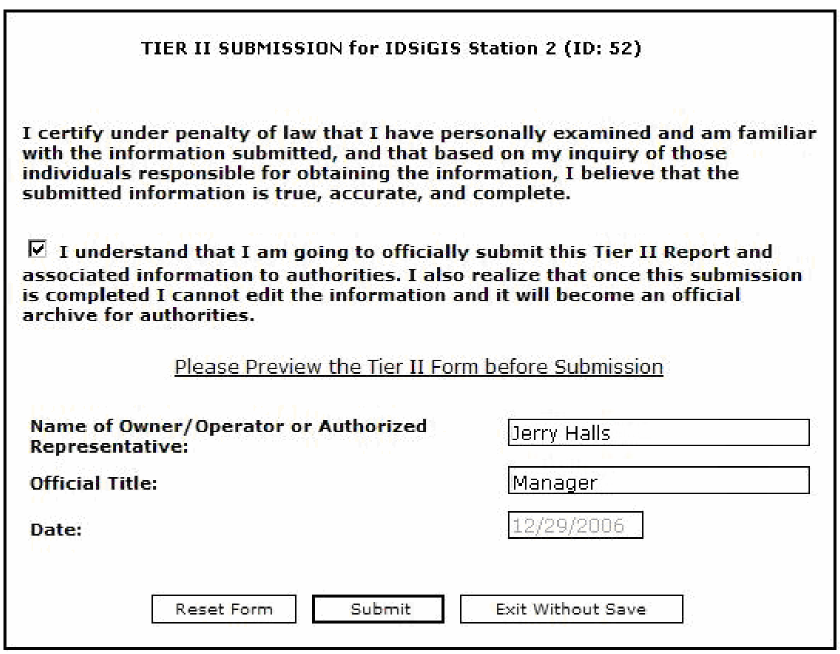
11. On the Certification page, click on *Please Preview the Tier II Form before Submission.* This will allow you to view the complete form and verify that it is accurate and true.

12. Check off the check box (I acknowledge that the information contained within the Tier II Report is accurate and true).

13. Enter the Name of Owner/Operator and Date if not already populated.

14. Enter in your Official Title.

15. Click on *Save and Continue* to successfully submit the Certification.



TIER II SUBMISSION for IDSiGIS Station 2 (ID: 52)

I certify under penalty of law that I have personally examined and am familiar with the information submitted, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.

☑ **I understand that I am going to officially submit this Tier II Report and associated information to authorities. I also realize that once this submission is completed I cannot edit the information and it will become an official archive for authorities.**

Please Preview the Tier II Form before Submission

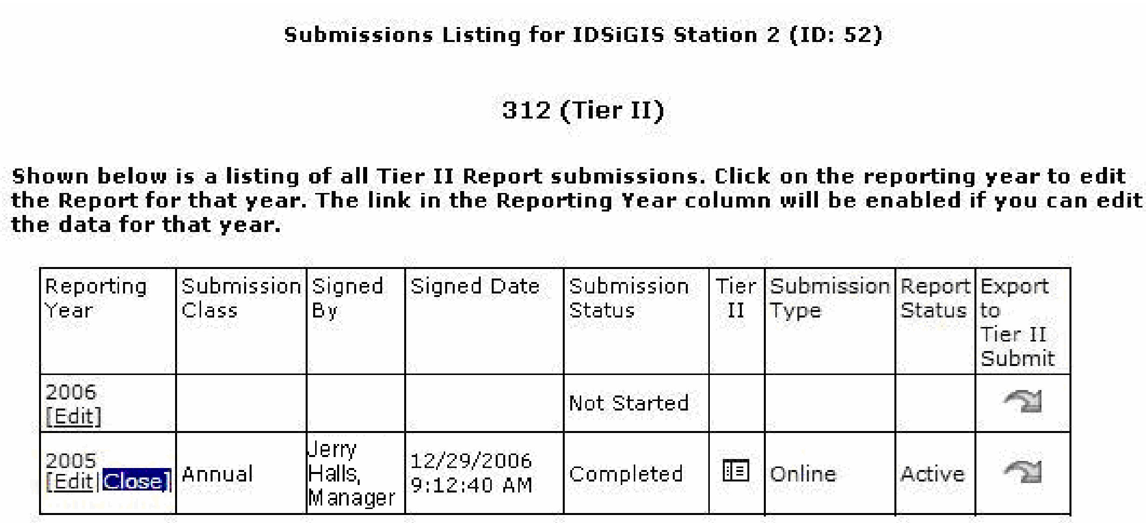
Name of Owner/Operator or Authorized Representative:	Jerry Halls
Official Title:	Manager
Date:	12/29/2006

Reset Form | Submit | Exit Without Save

Diagram 81: Tier II Submission Certification page

16. Complete all items that need to be submitted in order for the submission to be considered complete.

17. You must close the previous year once you have completed all changes. Select the Submission Listing link. Select the Report Year for which you just completed a Previous Year Edit. Select [*Close].* This will close the year from more editing.



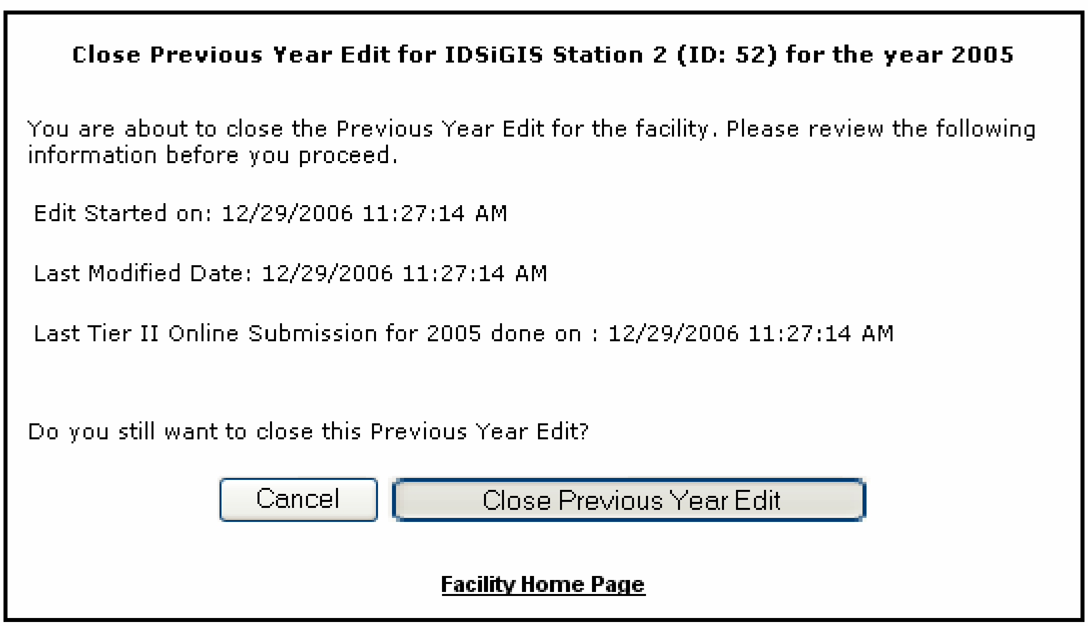
Submissions Listing for IDSiGIS Station 2 (ID: 52)

312 (Tier II)

Shown below is a listing of all Tier II Report submissions. Click on the reporting year to edit the Report for that year. The link in the Reporting Year column will be enabled if you can edit the data for that year.

Reporting Year	Submission Class	Signed By	Signed Date	Submission Status	Tier II	Submission Type	Report Status	Export to Tier II Submit
2006 [Edit]				Not Started				
2005 [Edit|Close]	Annual	Jerry Halls, Manager	12/29/2006 9:12:40 AM	Completed		Online	Active	

Diagram 82: Closing Previous Year Edit Step 1



Close Previous Year Edit for IDSiGIS Station 2 (ID: 52) for the year 2005

You are about to close the Previous Year Edit for the facility. Please review the following information before you proceed.

Edit Started on: 12/29/2006 11:27:14 AM

Last Modified Date: 12/29/2006 11:27:14 AM

Last Tier II Online Submission for 2005 done on : 12/29/2006 11:27:14 AM

Do you still want to close this Previous Year Edit?

Cancel | Close Previous Year Edit

Facility Home Page

Diagram 83: Closing Previous Year Edit Step 2

Submissions Listing for IDSiGIS Station 2 (ID: 52)

312 (Tier II)

Shown below is a listing of all Tier II Report submissions. Click on the reporting year to edit the Report for that year. The link in the Reporting Year column will be enabled if you can edit the data for that year.

Reporting Year	Submission Class	Signed By	Signed Date	Submission Status	Tier II	Submission Type	Report Status	Export to Tier II Submit
2006 [Edit]				Not Started				
2005	Revision	Jerry Halls, Manager	12/29/2006 11:27:14 AM	Pending Admin Approval		Online	Active	
	Annual	Jerry Halls, Manager	12/29/2006 9:12:40 AM	Completed		Online	Active	

Diagram 84: Closing Previous Year Edit Privileges Completed

18. If you wish to make more changes to that year's report you must make another request for Previous Year Edit.

302 REPORT SUMMARY

The Emergency Response Planning provisions require that state and local authorities develop chemical emergency preparedness and response capabilities through better coordination and planning with local businesses. If your business has an Extremely Hazardous Substance (EHS) on-site at any time, in excess of its assigned Threshold Planning Quantity (TPQ), you are required to participate in the local emergency planning process.

Extremely Hazardous Substances and their TPQs are defined by the EPA based on their potential to cause significant health effects in a single exposure, such as an air release. There are approximately 360+ EHSs listed by the EPA.

FILING A 302 REPORT

Step 1 Options will present you the opportunity to add a 302 report.

If you already used the TIER II MANAGER™ system before and your facility exists

1. From the Submission Listing Page, go to the 302 Report section.
2. Click *New/Edit 302* to add the new 302 Report.
3. Enter in the Emergency Contacts Information.
4. If you want to populate chemicals to a 302 report that already exist in the system, click on *Select Chemical From Tier II*. This will bring ONLY the EHS chemicals listed above the Threshold Planning Quantity (TPQ) in the current Tier II inventory.
   a. Choose the appropriate EHS chemical. The associated chemical information will be populated in the 302 Chemical Information section.
   b. Click on *Save and Continue*.
5. If you want to use the Chemical Lookup Menu, click on *Search EHS*. A pop-up box will appear with ONLY EHS chemicals.
   a. If searching by CAS Number, you must enter in the exact CAS number and click *Search*.

b. If you are searching by the EHS Chemical Name, type a portion of the Chemical Name, choose the type of search you would like to complete (starting with, exact match, or containing string. Containing string means that what you type is contained in some part of the chemical name).
c. Then click *Search*. See whether any of the selections on the Chemical Lookup Menu match the chemical you are looking for. If so, click on the chosen chemical. The EHS selection will be populated in the form.
d. Add the Actual Quantity. The system will populate the chemical's Threshold Planning Quantity (TPQ) in the TPQ value column for you to reference. <u>Note:</u> Your quantity must be equal to or great than the TPQ value column. If it is less than you do not need to add a 302 Report for this chemical.
e. Click on *Save and Continue*.

6. Return to the 302 Reports section of the Facility Homepage.

7. Click *View* to verify the 302 Report you just added. Click *Certify*, to certify the 302 Report. Once you certify the 302 Report, you cannot make changes. The system will restrict you from adding a new 302 Report if there is an uncertified 302 report in the 302 Report section.

8. Complete the information and click *Save and Continue*.

9. If you wish to list your facility as exempt from submitting 302 Reports, you can check off the check box that says, *Check here if the Facility is Exempt from 302 reporting because it is not storing any EHS chemicals which are over the TPQ.* When the record saves, it will remove any of the existing chemicals listed. If you wish to add new chemicals at a later time you must first uncheck the exempt check box.

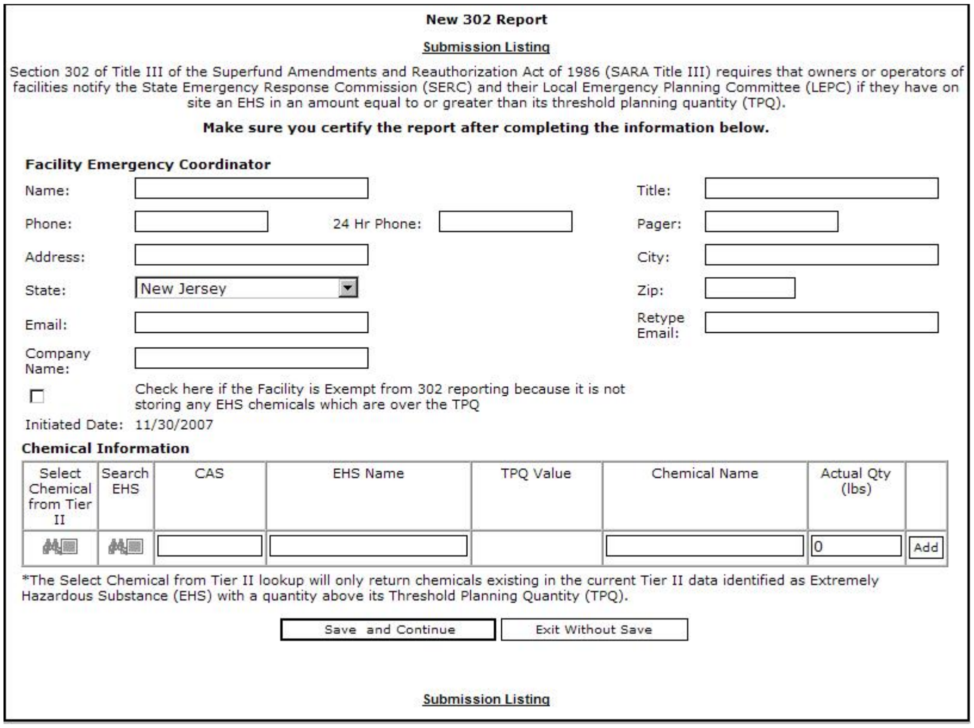
10. The 302 Reports section will always displays the latest certified and the latest uncertified 302 report.

302 Reports

New/Edit 302

Report ID	Initiated Date	Certified Date	View	Edit	Delete	Report Status
No 302 Reports Found						

Diagram 85: Adding a 302 Report Step 1



New 302 Report

Submission Listing

Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ).

Make sure you certify the report after completing the information below.

Facility Emergency Coordinator

Name: Title:

Phone: 24 Hr Phone: Pager:

Address: City:

State: New Jersey Zip:

Email: Retype Email:

Company Name:

Check here if the Facility is Exempt from 302 reporting because it is not storing any EHS chemicals which are over the TPQ

Initiated Date: 11/30/2007

Chemical Information

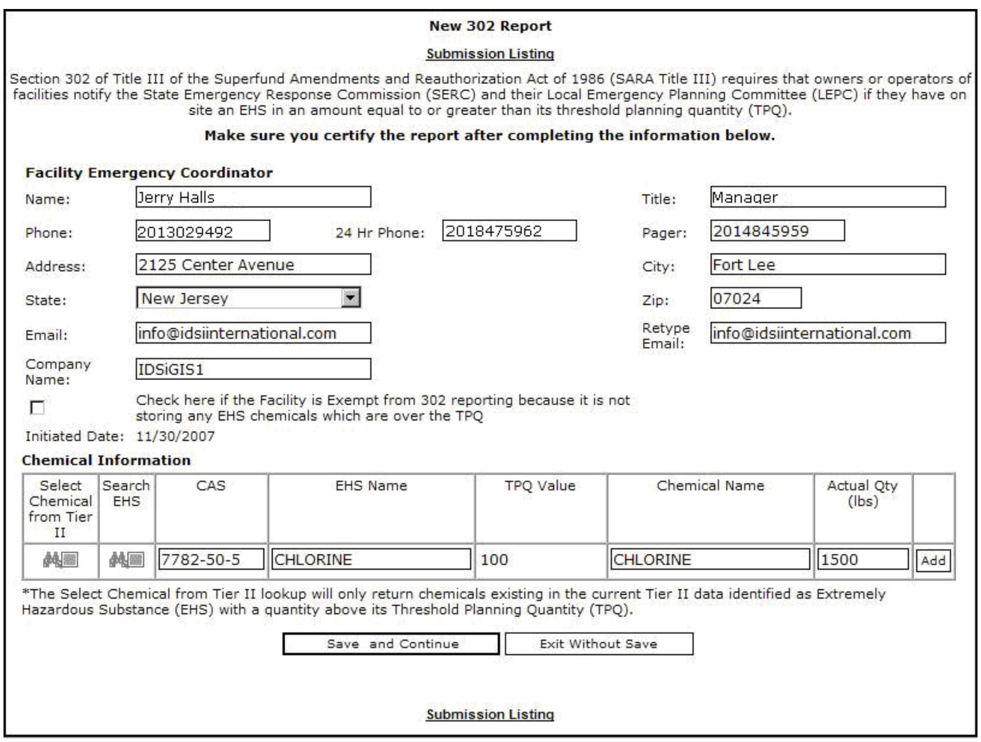
Select Chemical from Tier II	Search EHS	CAS	EHS Name	TPQ Value	Chemical Name	Actual Qty (lbs)	
						0	Add

*The Select Chemical from Tier II lookup will only return chemicals existing in the current Tier II data identified as Extremely Hazardous Substance (EHS) with a quantity above its Threshold Planning Quantity (TPQ).

Save and Continue | Exit Without Save

Submission Listing

Diagram 86: Adding a 302 Report Step 2



New 302 Report

Submission Listing

Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ).

Make sure you certify the report after completing the information below.

Facility Emergency Coordinator

Name: Jerry Halls Title: Manager

Phone: 2013029492 24 Hr Phone: 2018475962 Pager: 2014845959

Address: 2125 Center Avenue City: Fort Lee

State: New Jersey Zip: 07024

Email: info@idsiinternational.com Retype Email: info@idsiinternational.com

Company Name: IDSiGIS1

Check here if the Facility is Exempt from 302 reporting because it is not storing any EHS chemicals which are over the TPQ

Initiated Date: 11/30/2007

Chemical Information

Select Chemical from Tier II	Search EHS	CAS	EHS Name	TPQ Value	Chemical Name	Actual Qty (lbs)	
		7782-50-5	CHLORINE	100	CHLORINE	1500	Add

*The Select Chemical from Tier II lookup will only return chemicals existing in the current Tier II data identified as Extremely Hazardous Substance (EHS) with a quantity above its Threshold Planning Quantity (TPQ).

Save and Continue | Exit Without Save

Submission Listing

Diagram 87: Adding a 302 Report Step 3

302 REPORT CERTIFICATION

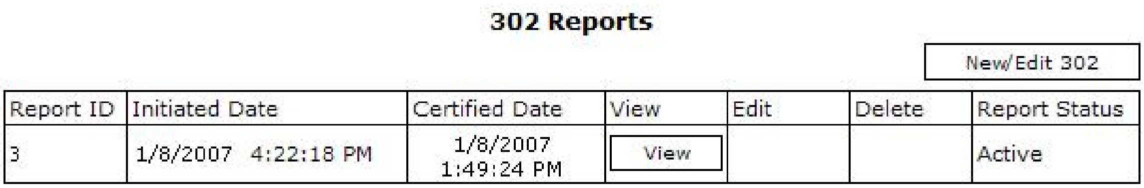
Please Preview the 302 Report before Certifying

☑ I acknowledge that the information contained within the 302 Report is accurate and true.

Name of Owner/Operator or Authorized Representative:	Jerry Halls
Official Title:	Manager
Date:	11/30/2007

[Reset Form] [Save and Continue] [Exit Without Save]

Diagram 88: Adding a 302 Report Step 4

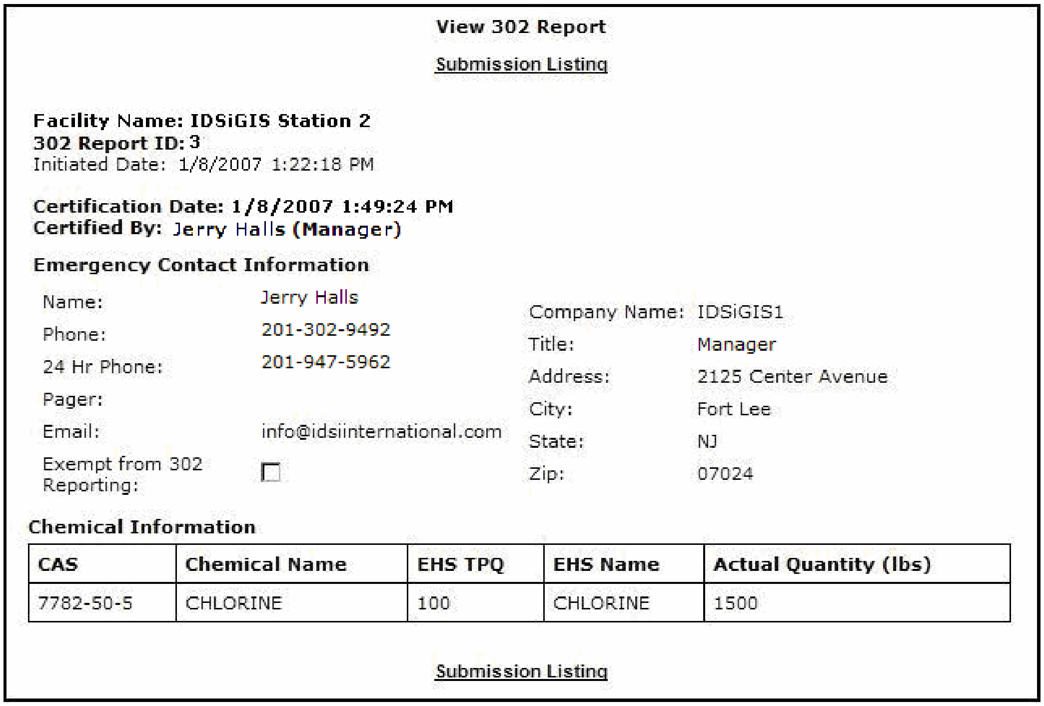


302 Reports

[New/Edit 302]

Report ID	Initiated Date	Certified Date	View	Edit	Delete	Report Status
3	1/8/2007 4:22:18 PM	1/8/2007 1:49:24 PM	View			Active

Diagram 89: Adding a 302 Report Step 5


View 302 Report

Submission Listing

Facility Name: IDSiGIS Station 2
302 Report ID: 3
Initiated Date: 1/8/2007 1:22:18 PM

Certification Date: 1/8/2007 1:49:24 PM
Certified By: Jerry Halls **(Manager)**

Emergency Contact Information

Name:	Jerry Halls	Company Name:	IDSiGIS1
Phone:	201-302-9492	Title:	Manager
24 Hr Phone:	201-947-5962	Address:	2125 Center Avenue
Pager:		City:	Fort Lee
Email:	info@idsiinternational.com	State:	NJ
Exempt from 302 Reporting:	☐	Zip:	07024

Chemical Information

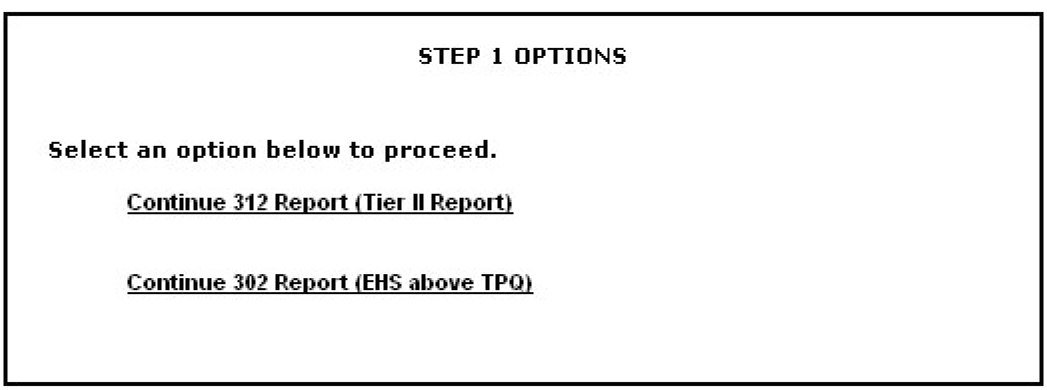
CAS	Chemical Name	EHS TPQ	EHS Name	Actual Quantity (lbs)
7782-50-5	CHLORINE	100	CHLORINE	1500

Submission Listing

Diagram 90: Adding a 302 Report Complete

If you are a new facility to the TIER II MANAGER™ system

1. Click on *Add New Facility* from the Main Menu*.*
2. Complete Step 1 Enter Facility Details.
3. You will be presented with Step 1 options.
    a. Click on *Continue 302 Report (EHS above TPQ).* This will bring you to the New 302 Report page. Continue to add 302 Report information.


STEP 1 OPTIONS

Select an option below to proceed.

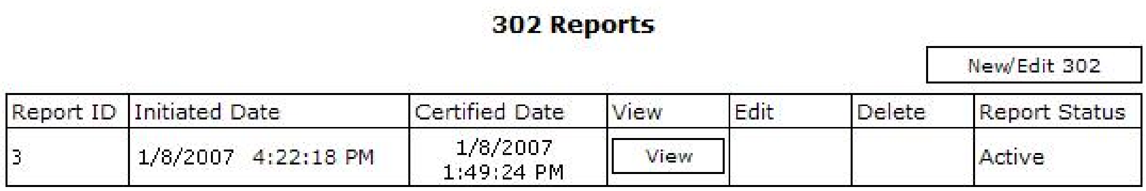
Continue 312 Report (Tier II Report)

Continue 302 Report (EHS above TPQ)

Diagram 91: Step 1 Options page

4. Return to the 302 Reports section of the Submission Listing Page.

5. Click *View* to verify the 302 Report you just added. Click *Certify* to certify the 302 Report. Once you certify the 302 Report, you cannot make changes.

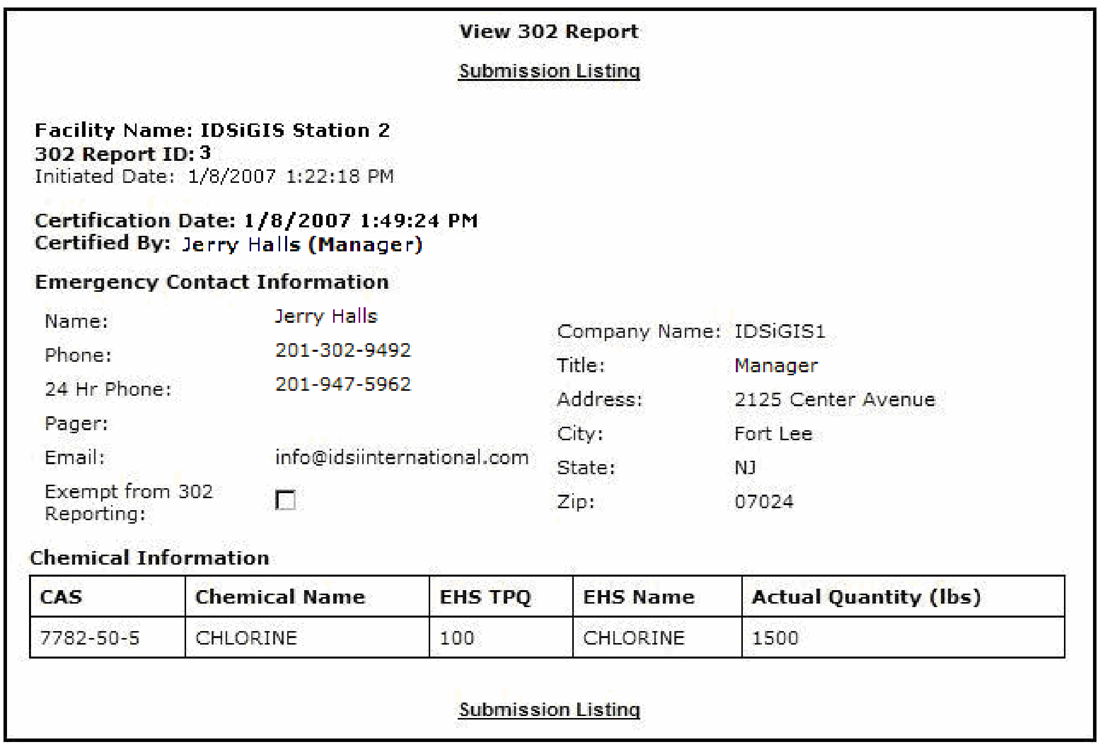


302 Reports

New/Edit 302

Report ID	Initiated Date	Certified Date	View	Edit	Delete	Report Status
3	1/8/2007 4:22:18 PM	1/8/2007 1:49:24 PM	View			Active

Diagram 92: 302 Certified view



View 302 Report

Submission Listing

Facility Name: IDSiGIS Station 2
302 Report ID: 3
Initiated Date: 1/8/2007 1:22:18 PM

Certification Date: 1/8/2007 1:49:24 PM
Certified By: Jerry Halls (Manager)

Emergency Contact Information

Name:	Jerry Halls	Company Name:	IDSiGIS1
Phone:	201-302-9492	Title:	Manager
24 Hr Phone:	201-947-5962	Address:	2125 Center Avenue
Pager:		City:	Fort Lee
Email:	info@idsiinternational.com	State:	NJ
Exempt from 302 Reporting:	☐	Zip:	07024

Chemical Information

CAS	Chemical Name	EHS TPQ	EHS Name	Actual Quantity (lbs)
7782-50-5	CHLORINE	100	CHLORINE	1500

Submission Listing

Diagram 93: Complete View 302 Report page

311 REPORT SUMMARY

Under Section 311 of Title III, a facility must submit the material safety data sheets (MSDS), or MSDS lists for the hazardous chemicals present on-site in excess of the threshold level to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPCs), and local fire department.

The threshold levels for reporting chemicals are:

i. The threshold planning quantity (TPQ) or 500 pounds at any one time, whichever is less for extremely hazardous substances (EHS);

ii. 10,000 pounds at any one time for hazardous substances.

This is essentially a one-time submittal unless your chemical or product changes. You must update your submittals to these agencies within a time period specified by your jurisdiction.

i. There is new information on a hazardous chemical for which you have previously submitted an MSDS, or

ii. A new hazardous chemical becomes present at the facility in excess of the threshold planning quantity for the first time.

FILING A 311 REPORT

If you already used the TIER II MANAGER™ system before and your facility exists

1. From the Submission Listing Page, go to the 311 Report section.
2. Start by clicking on *New 311*. This will bring you to the New 311 Report page.

311 Reports

New 311

Report ID	Initiated Date	Certified Date	View	Edit	Delete	Report Status
No 311 Reports Found						

Diagram 94: 311 Report section from Facility Home Page.

3. If you want to use the chemicals that already exist in the system, click on *Select Chemical From Tier II*. This will bring the chemicals listed in the facility inventory.
    a. Choose the appropriate chemical. The associated chemical information will be populated in the 311 Chemical Information section.
    b. Enter in the Threshold Exceed Date.
    c. You may add a MSDS file to your 311 Report. Click on *Upload MSDS file*. A pop-up will appear. Click on *Browse*. Identify the location for the file from your network drive, click on it, and click *Open*. The path of the file will appear. Click *Ok and Continue*. If you choose to delete the attached file, click on the *Remove* link.
    d. Click on *Save and Continue*.

4. If you want to use the Chemical Lookup Menu, click on *Search by CAS/Chemical Name*. A pop-up box will appear.
    a. If searching by CAS Number, you must enter in the exact CAS number and click *Search*.
    b. If you are searching by Chemical Name, type a portion of the Chemical Name, choose the type of search you would like to complete (starting with, exact match, or containing string. Containing string means that what you type is contained in some part of the chemical name).
    c. Then click *Search*. See whether any of the selections on the Chemical Lookup Menu match the chemical you are looking for. If so, click on the chosen chemical. The selection will be populated in the form. If there is no match, close the window by clicking the x in top right hand side of the pop-up box and enter the CAS Number and Chemical Name manually.
    e. Enter in the Threshold Exceed Date.
    f. You may add a MSDS file to your 311 Report. Click on *Upload MSDS file*. A pop-up will appear. Click on *Browse*. Identify the location for the file from your network drive, click on it, and click *Open*. The path of the file will appear. Click *Ok and Continue*. If you choose to delete the attached file, click on the *Remove* link.
    g. Click on *Save and Continue*.

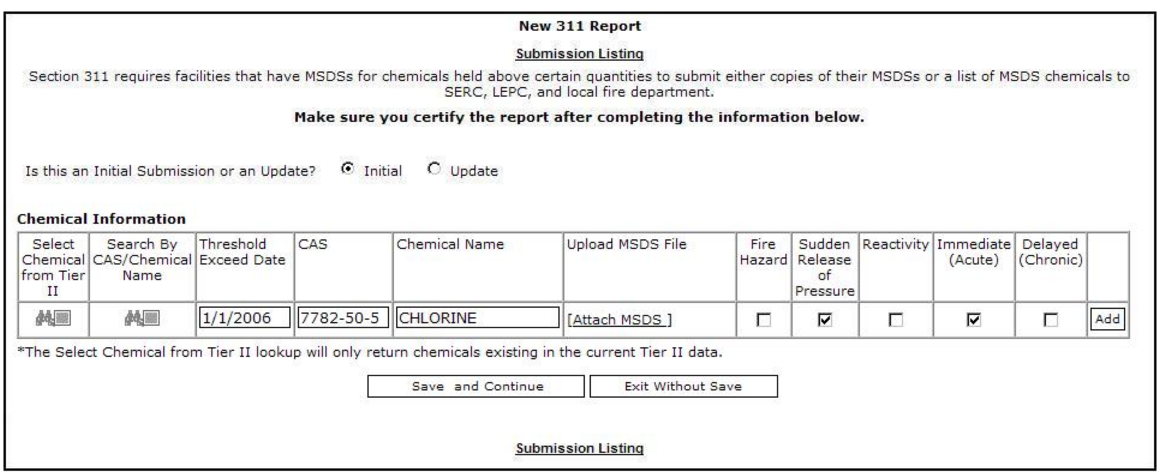
5. If you want to enter in the CAS Number manually, you can only enter in a single CAS Number, which will be checked. If the chemical does not have a CAS Number (as in the case of some mixtures), enter in N/A.
    a. If you want to enter in the Chemical Name manually, you must enter in the precise Chemical Name.
    b. Enter in the Threshold Exceed Date.
    c. You may add MSDS file to your 311 Report. Click on *Upload MSDS file*. A pop-up will appear. Click on *Browse*. Identify the location for the file from your network drive, click on it, and click *Open*. The path of the file will appear. Click *Ok and Continue*. If you choose to delete the attached file, click on the *Remove* link.
    d. Check off the Health Hazards.
    e. Click on *Save and Continue.*

6. Return to the 311 Reports section of the Submission Listing Page.

7. Click *View* to verify the 311 Report you just added.

8. If all the information is accurate, click *Certify*. Once you certify the 311 Report, you cannot make changes.

9. Complete the information and click *Save and Continue*.



New 311 Report

Submission Listing

Section 311 requires facilities that have MSDSs for chemicals held above certain quantities to submit either copies of their MSDSs or a list of MSDS chemicals to SERC, LEPC, and local fire department.

Make sure you certify the report after completing the information below.

Is this an Initial Submission or an Update? Initial Update

Chemical Information

Select Chemical from Tier II	Search By CAS/Chemical Name	Threshold Exceed Date	CAS	Chemical Name	Upload MSDS File	Fire Hazard	Sudden Release of Pressure	Reactivity	Immediate (Acute)	Delayed (Chronic)	
		1/1/2006	7782-50-5	CHLORINE	[Attach MSDS]	☐	☑	☐	☑	☐	Add

*The Select Chemical from Tier II lookup will only return chemicals existing in the current Tier II data.

Save and Continue | Exit Without Save

Submission Listing

Diagram 95: Editable New 311 Report page

If you are a new facility to the TIER II MANAGER™ system

1. Click on *Add New Facility* from the Main Menu*.* Sign into the Main Menu.
2. At the Step 1 Options menu, click on *Continue 311*.
3. Continue to add 311 Report information.

View 311 Report

Submission Listing

Facility Name: IDSiGIS Station 2
311 Report ID: 3
Initiated Date: 1/5/2007 11:14:11 AM

Certification Date: 1/5/2007 11:14:11 AM
Certified By: Daniel Mohan (President)

Is this an Initial Submission or an Update? ☑ Initial ☐ Update

Chemical Information

Threshold Exceed Date	CAS	Chemical Name	MSDS Attachment	Fire Hazard	Sudden Release of Pressure	Reactivity	Immediate (Acute)	Delayed (Chronic)
1/1/2006	7782-50-5	CHLORINE	No Attachment	☐	☑	☐	☑	☐

Submission Listing

Diagram 96: Completed View 311 Report page

ONLINE EMERGENCY RESPONSE PLAN SUMMARY

If the facility submits an EHS over the Threshold Planning Quantity, it may be required to complete an emergency plan. The Online Emergency Response Plan in the TIER II MANAGER™ allows the facility to submit facility specific emergency planning information using secure web-based forms. The system delivers a streamlined process of submitting, viewing, editing, and approving Online Emergency Response Plans, which can be shared on the web-based system for rapid retrieval for Planners and Responders.

The body of the plan is made up of the roles and responsibilities of each of the actors participating in a HAZMAT response incident. Numerous enclosures follow the body of the plan and contain facility specific information. Facilities are responsible for editing the enclosures and certifying the ERP submission.

COMPLETING AN ONLINE EMERGENCY RESPONSE PLAN

Once the facility has submitted their Tier II Report, it is presented with a list of options, one of which is to complete the online Emergency Response Plan (ERP). Follow the instructions below to understand how to complete an Online Emergency Response Plan.

You can complete an ERP after you submit your Tier II Report and click on *Complete Online Emergency Response Plan* on the Important Additional Information Required page or by going to the Submission Listing Page.

a. Once you're in the plan you can select each section from the drop down menu or click on the *Previous* and *Next* button at the top of the page or click on the green arrows throughout the plan to go through the plan sections.
b. Start entering facility information in Enclosure 1.
c. If you wish to populate an individual item you can click on *Edit* next to each item. Populate the information in the pop-up box. Click on *Save*. The information populated will then appear in the plan.
d. If you wish to populate an entire section you can click on *Edit* next to each section. Populate the information in the pop-up box. Click on *Save*. The information populated will then appear in the plan.
e. Go through each section of the plan until you reach the end of the enclosures.
f. When you come to the last enclosure in the ERP, you will be asked to certify your Emergency Response Plan.
g. You can also click on *Certify ERP*, which is located at the top and bottom of the plan to certify your Emergency Response Plan.

On the Submission Listing Page,

h. You can see when the plan was last modified, last certified, and last approved.
i. Click on *Edit ERP* to make changes to the ERP.
j. You can launch the completed ERP by clicking 'Preview ERP'.

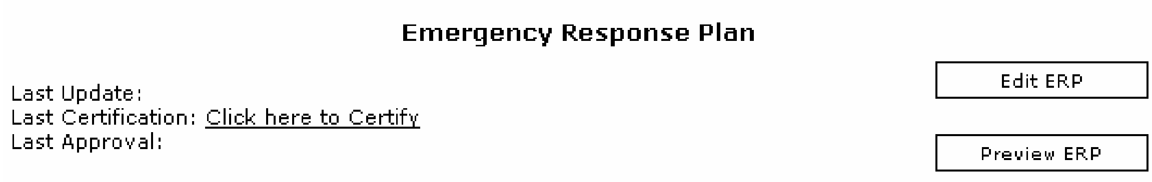


Diagram 97: Emergency Response Plan view from Submission Listing Page

CERTIFYING AN ONLINE EMERGENCY RESPONSE PLAN

1. Click on *Please Preview the ERP before Certifying.* This will launch a print ready copy of the ERP and allow you to verify if entries in the plan are accurate and complete.

2. Check off the check box (I acknowledge that the information contained within the ERP is accurate and true).

3. Enter the Name of the Owner/Operator or Authorized Representative.
4. Enter the Official Title.
5. The Date is already populated.
6. Click on *Save and Continue* to successfully submit your ERP.
7. To clear the Certification Form click on *Reset Form*.
8. If you click on Exit *without Save*, the Facility Record will exist but will be considered incomplete.

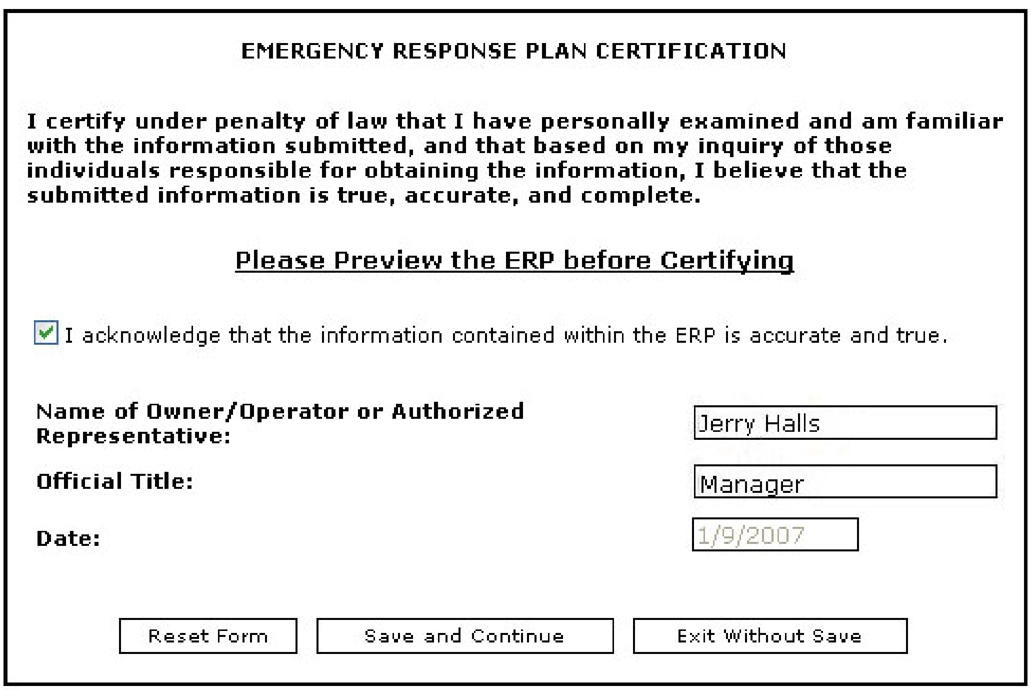


Diagram 98: Emergency Response Plan Certification page

SIGN OUT OF THE TIER II MANAGER™

To sign out of the system, click on the *Sign Out* link instead of just closing the window. Follow the instructions in this section to Sign out of the system.

1. Sign out by clicking on *Sign Out* in the top right.
2. The application will log you out as a current user.